



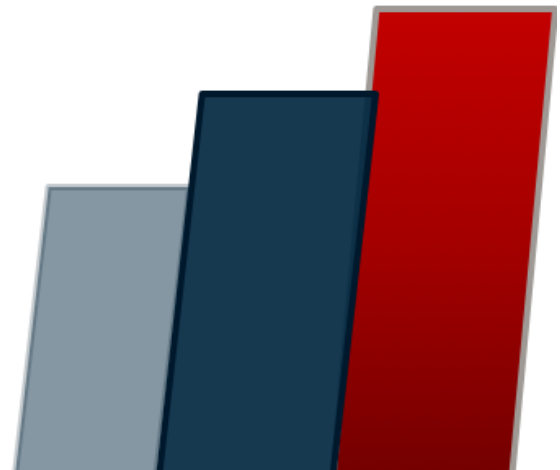
**BUSINESS  
PROFESSIONALS**  
*of AMERICA*  
Giving Purpose to Potential

# Torch Awards Handbook

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Updated August 2020

The BPA Torch Award Program is designed to promote professionalism and leadership in both career development and personal growth by framing and guiding an individual BPA member's leadership and service to their chapter and community. This program recognizes outstanding, actively involved members on the local, regional, state and national levels.



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## Torch Award Program Overview and Instructions

The Business Professionals of America's Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth. The Torch Awards Program is open to all BPA members in the Middle Level, Secondary/Associate, and Post-secondary Divisions. Students complete activities in the seven Torch categories--Leadership; Service; Cooperation; Knowledge; Friendship; Love, Hope, Faith; and Patriotism--then log their activities in an online Torch Résumé.

Each activity is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, his/her advisor or local reviewer can submit the résumé online to be reviewed for recognition. All students completing a satisfactory résumé will be awarded.

There are four levels of recognition:

- **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category. An Executive is defined as "a person having administrative or managerial authority in an organization."
- **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional, or state level. The Diplomat Torch Award requires 30 points in each Torch category. A Diplomat is defined as "one skilled with tact in dealing with people."
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category. A Statesman is defined as "one who is a leader in the promotion of the public good and in national affairs."
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category. An Ambassador is defined as "a diplomatic official of the highest rank appointed and accredited as representative of the organization."

Award	Organization Level	Points Required in Each Category	Submission Deadline	Recognition
Executive	Local Chapter	10	Varies	Pin and certificate
Diplomat	Varies by State	30	Varies	Pin and certificate
Statesman	State	50	Varies	Pin and certificate (otherwise varies by state)
Ambassador	National	70	March 25, 2021	Pin and certificate, Recognition at NLC

A student who earns an award through BPA's Torch Awards Program may be presented with a certificate and pin commemorating their achievement. Students receiving the Ambassador Torch Award will receive their pin and certificate at the National Leadership Conference. Most

importantly, a student participating in the Torch Awards Program builds a rich résumé of service to expand upon their leadership experiences.

Résumés must be submitted by the appropriate deadline to be eligible for awards. Once a résumé is submitted, regional/state/national administrators can evaluate the résumé and either approve or reject the résumé. If approved, the student has earned the award and no further action is required. If rejected, an advisor and student can then work on the résumé and resubmit as long as the appropriate deadline has not passed. For the Ambassador Torch Award, it is highly recommended that you submit your résumé to the Torch Award System as soon as possible so that the student has more time to make the appropriate revisions prior to the posted deadline of March 25, 2021, 11:59 pm ET. **Any student who submits résumés on the deadline date cannot take advantage of the opportunity to make any further changes.**

## Important Points to Remember

It is necessary to carefully read through the sections of the Torch Awards Handbook that apply; however, for students and advisors the following are important items to remember:

- Résumés are due March 25, 2021 by 11:59 ET. No revisions will be allowed after the deadline
- Submitting a résumé early gives the student an opportunity to make revisions
- **All descriptions must be in complete sentences.** The following are examples of good submissions:
  - I am currently serving as the chair of the chapter fundraising committee.
  - I attended the presentation by Joe Sample about Cyber Security as a chapter professional growth activity.
  - I am serving as the Junior Class President at my High School
- *Descriptions must be grammatically correct with no spelling errors*
- *Activities cannot be used in multiple categories on the same date unless it is a lengthy activity that has multiple parts*
  - *An example of when points can count in multiple categories is a state leadership conference. Points can be awarded for attending the conference, participating in a workshop, competing in an event, and placing in an event.*
  - *An example of when points cannot be counted in multiple categories is participating in the Walk for Special Olympics at NLC and applying it to more than one category. In this example the activity cannot be counted as Service 307 and Cooperation 610. It can only be counted in one or the other.*
- *All events must have already occurred; future events cannot be included*
- *All events must occur while a Business Professionals of America member in the same division*
- *Virtual and/or in-person activities may be submitted for consideration in any Torch category*

## Role of the Local Advisor/Local Reviewer

The local advisor is the supervisor and administrator of his/her students' Torch Award process. The advisor is involved through the beginning, middle and end of a student's journey through the Torch Awards program, providing access to the online system, walking students through the process, and submitting completed résumés for award consideration.

## Delegating Torch Award Responsibilities to a Student

An advisor may choose to delegate his/her Torch Award duties to a responsible student, such as a chapter President or Vice President. This student then shares responsibility with his/her advisor to fulfill the role of supervisor and administrator of chapter members' participation in the program.

The steps to appoint a student as a local Torch Award Reviewer are as follows:

1. Login at [register.bpa.org](https://register.bpa.org)
2. Ensure that you are on your "**Students**" Tab
3. Select the "**Pencil**" icon under the "**Edit**" column of the student you would like to assign as a Torch Awards Reviewer
4. Check the box labeled "**Torch Award Reviewer**"
5. Click on the "**Save**" button

## Advisor/Chapter Reviewer Responsibilities

- **Provide students** with their Member IDs and passwords. Torch Passwords are set by local advisors when they register students at the beginning of the year and can be changed by the local advisor by logging back into the membership system at <https://register.bpa.org/>
- **Help students plan** for their Torch résumé and help familiarize them with the Torch Awards Online System
- **Help students understand** the benefits of completing a Torch résumé both inside and outside of BPA
- **Provide feedback and guidance** throughout the year
- Résumés can be submitted, reviewed and tracked using the Member Registration System. A Progress bar will show members the status of the points accrued and the status of attaining each recognition level. Résumés must be submitted by March 25, 2021 by 11:59 pm ET to be considered for the Ambassador Award. Any students who submits on the deadline cannot take advantage of the opportunity of making any further changes
- **Consider awarding students** who have earned the Executive Award with a pin and certificate (both can be purchased from the BPA Mall located on our website at: <https://bpa.org/mall/>)
- **NOTE: Local advisors/reviewers control the process by controlling the submission of résumés at every level**

## Role of the Student

A student is responsible for building his/her Torch résumé through the Torch Awards Online System located in the Member Registration System. Each member should read through the activity list in this handbook, plan and perform the activities, and log into the Torch Awards Online System to add the activities to the résumé themselves. Students should then respond accordingly to their advisor's/reviewer's comments on their activities and follow up with their advisor/local reviewer to ensure submission through the online system by the appropriate date for the award level they are seeking.

Students must get their Member IDs and passwords from their advisor. If the login information is forgotten, students should contact their local advisor.

Each activity added in the online system is assigned to one of the seven Torch categories. The student is required to list the date and description of the activity to add it to the résumé. **Activity descriptions must be a complete sentence and include proper grammar and spelling.**

## Rules for Résumés and Résumé Activities

1. A Torch Award Résumé covers the entire span of his/her membership through all divisions (Middle Level, Secondary or Post-secondary). Therefore, a student can have activities from multiple years, but only as long as the activities occurred while the student was a member of that BPA division. **Points cannot be counted from before the student was a member, and points cannot be carried over from one division to the next.**
2. Students can keep adding to their résumé from year to year within a division until they earn an Ambassador Award. Once an Ambassador Award is earned, a new torch résumé will begin. Activities from one Ambassador Résumé cannot be counted towards future résumés.
3. A student's activities from the previous year will be automatically imported for the 2020-2021 membership year.
4. Students may only earn one Ambassador Award per year.
5. Points cannot be documented until the activity has been completed.
6. Each activity has a limit on the number of times it can be used on one résumé. This number is listed at the end of each activity explanation in the list of activities in this handbook. The Torch Award Online System will not allow additional instances of that activity. In this example, the "2" indicates that the student can only submit this activity for a maximum of two times:

Category	Code	Points	Activity	Max Use
Leadership	101	10	Serve as a BPA chapter committee chair (identify the committee)	2

7. Each activity description must list the date and a complete description of the activity to add it to the résumé.
8. Activity description must be in a full sentence, and spelling and grammar must be correct.
9. **All students** must watch the Torch video before starting their résumé. This activity may be logged as Knowledge: 442.
10. For the 2020-2021 Membership year **all activities may be participated in virtually or in-person.**

## Role of the State Advisor

State Advisors are responsible for reviewing submitted Statesman and/or Diplomat résumés using the Torch Awards Online System. Statesman Awards must be given at the state level. The state advisors can delegate the responsibility of awarding the Diplomat and Statesman Torch Awards to the local advisor, assign regional helpers to give the awards at the regional level, or award members with either/both at the state level.

To delegate:

1. Log into <https://register.bpa.org/>.
2. Click on the "State Staff and Permissions" tab.
3. Click on the "Add State Staff" button.
4. Complete user information (state helper/Torch Award reviewer).
5. Click on the "Edit/Enter User Permissions".
6. Check the box providing them access to the Torch Awards Online System.
7. Click on the "Save" button.
8. The user log-in credentials will be generated and sent to your state helper/Torch Award reviewer.

## State Advisor/Helper Responsibilities

The State Advisor must delegate all of the following responsibilities between him/herself or a State Advisor Helper:

1. Set a deadline for Diplomat and Statesman résumé submissions and disseminate this information to local advisors and students.
2. Use the online system to evaluate submitted résumés, approving satisfactory résumés and rejecting unsatisfactory résumés. Ideally, this is done throughout the year as résumés are submitted so that students can improve unsatisfactory résumés and advisors can resubmit the improved résumés for re-evaluation.
3. Recognize students who have earned Diplomat/Statesman Awards with a pin and certificate at the appropriate conference. Pins and certificates can be purchased from the BPA Mall at: <https://bpa.org/mall/>.

## Using the Torch Awards Online System

The Torch Awards Online System is the exclusive system used to build and evaluate résumés in BPA's Torch Award program. For those using the Torch Awards Online System, a good understanding of the system is critical to the success of the Torch Awards program for everyone involved.

## Logging into the System

All users can log in from <https://register.bpa.org/>. All user permissions are set upon login. If there are issues with permissions, please contact National BPA at [bpamembership@bpa.org](mailto:bpamembership@bpa.org).

**Students:** Your username is your 8-digit Member ID number. Your Member ID is provided by your advisor or local reviewer. Your initial password is set by your local advisor. Should you forget your password you will need to have your local advisor reset it for you.

## Building/Editing a Résumé

Students can access their résumé by clicking the “Torch Awards” button once logged in.

### How to add an activity to a résumé

1. Click on the “Add Activity” tab.
2. Select the “Torch Category” by clicking on the appropriate accordion. For example, selecting “Knowledge” and adding an activity for watching the Torch Introduction Video, which is activity 442.
3. Click on the arrow next to the activity.
4. Double check that you selected the correct activity by verifying the information.
5. Select the Activity Date.
6. Complete the description using a complete sentence. Example: *I watched the Torch Awards introduction video.*
7. For any activity that requires documentation you can simply select “Choose File” and upload the corresponding document.
8. Click on the “Submit” button. You will receive confirmation that your activity has been submitted.
9. Click on the “Close” button.

### How to edit an activity

1. Click on the “Your Torch Résumé” Tab.
2. Select the “Torch Category” by clicking on the appropriate Accordion.
3. Click on the “Pencil” icon under the “Edit” column.
4. Make necessary edits to the activity.
5. Click on the “Submit” button.

Advisors, chapter reviewers, State Advisors, and State Advisor helpers all have the same access to edit résumés and add comments in the Torch Award Online System. Reviewers can attach a comment to any activity by using the “Add Notes” button. The student can then see the comment(s) when they view their résumé.

If this is a student’s first time in the system, the Overview and Torch Résumé Tabs or Folders will be empty. The Overview Tab is displayed as a dashboard that will show your progress in relation to each Torch Award. **Students’ activities from the previous year will be automatically imported for the 2020-2021 membership year.**



## Submitting a Résumé

Once the student has completed their résumé, it is their responsibility to notify the local advisor or chapter reviewer to approve and submit the final résumé.

To submit a résumé, the advisor or chapter reviewer needs to locate the student's résumé by clicking "Show All" and searching for a particular student, or by clicking one of the three buttons that displays all résumés with enough points for Diplomat, Statesman, or Ambassador awards (these three buttons make it convenient to submit all the résumés eligible for a particular award).

The advisor or chapter reviewer can review that résumé anytime in the future, taking note as to whether its status for an award changes to "Approved" or "Rejected." If an administrator approves the award, the student has successfully earned the award. No further action is necessary. If the submission status changes to "Rejected," the résumé is unsatisfactory and the student or advisor should review the notes and make the necessary changes in order to resubmit the résumé for approval.

## Approving/Recognizing Résumés for Diplomat/Statesman Awards

For the Executive Award, each local advisor should evaluate and grant this level of award at their own discretion. Once a résumé is submitted for a Diplomat and/or Statesman Award, it is up to each State Advisor and/or helper to review submitted résumés and to make a judgment of award approval or rejection.

State Advisors and/or helpers can view a list of résumés eligible for the Diplomat or Statesman Awards by clicking the "Show All" button under the "Résumés" accordion.

Résumés are not automatically approved when submitted. The appropriate official (State Advisor, Helper, or National Staff) must manually approve or reject each résumé.

*The National Center and National Officer Team will evaluate submitted résumés for the Ambassador Torch Award.*

## Independent Chapter Member Résumés

Students participating in the Torch Awards Program who are registered in independent chapters not affiliated with a Chartered State Association are eligible to receive their Diplomat and Statesman award. Please contact the National Center for additional information.

## Deleting a Torch Résumé

If a student becomes inactive during the membership year and their membership record must be removed from the system, please contact the National Center. Résumés cannot be deleted if the member is still a registered, active participant. The only way to delete a résumé is to remove the member from the Membership Registration System.

## List of Torch Activities

2020-2021 Torch Activities				
<i>Important:</i> All students must watch the Torch introduction video before starting their résumé. This activity may be logged as Knowledge: 442. For the 2020-2021 membership year, all activities may be participated in virtually or in-person.				
Category	Code	Points	Activity	Max Use
Leadership	101	10	Serve as a BPA chapter committee chair (identify the committee)	2
Leadership	102	10	Participate in or attend a BPA professional growth activity (this does not include a chapter informational session) (identify the topic, presenter, and involvement)	2
Leadership	103	10	Serve as part of organized student government such as a class representative or alternate, Student Senate representative or class officer for a year's term	1
Leadership	104	10	Campaign as a BPA local officer candidate for the first or second time (identify the office)	2
Leadership	105	5	Serve as a BPA local officer (identify the office)	2
Leadership	106	5	Campaign as a BPA regional officer candidate (identify the region)	1
Leadership	107	5	Serve as a BPA regional officer (identify the region and office)	2
Leadership	108	10	Campaign as a BPA state officer candidate (identify the state)	2
Leadership	109	10	Serve as a BPA state officer (identify the office)	2
Leadership	110	15	Campaign as a BPA national officer candidate	2
Leadership	111	15	Serve as a BPA national officer (identify the office)	2
Leadership	112	10	Serve as an officer in another school, faith-based, or similar organization while an active BPA member (does not include a school class or section) (identify the office and organization)	2
Leadership	113	5	Be a leader for the entire season in a varsity, intramural, or other organized sports activity while an active BPA member (ex: serve as volleyball team captain) (identify the organization)	3
Leadership	114	5	Submit a feasible, detailed, and written plan to a local chapter officer or chapter advisor for a new local chapter project (identify the project)	5
Leadership	115	5	Submit a feasible, detailed, and written plan to a regional officer or regional advisor for a new regional project (identify the project)	1
Leadership	116	5	Submit a feasible, detailed, and written plan to a state officer or state advisor for a new statewide project (identify the project)	2
Leadership	117	5	Submit a feasible, detailed, and written plan to a national officer for a new nationwide project (identify the project)	2

Leadership	118	5	Adoption of plan submitted for Leadership: 114, 115, 116, or 117 (can be used one time only at each level) (identify the project) (5 points each)	4
Leadership	120	5	Serve as a campaign manager for a local BPA officer candidate (cannot claim points for your own candidacy) (identify the candidate, chapter and campaign)	3
Leadership	121	10	Serve as a campaign manager for a BPA regional, state, or national officer candidate (cannot claim points for your own candidacy) (identify the candidate, office and campaign)	3
Leadership	122	5	Serve as a voting delegate at a BPA regional, state, or national leadership conference (identify the conference)	3
Leadership	123	10	Serve as the head voting delegate at a BPA regional, state, or national leadership conference (identify the conference)	3
Leadership	124	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local BPA chapter (identify the topic and circumstances) (cannot claim in conjunction with Leadership: 138)	2
Leadership	125	20	Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a BPA Fall, regional, state, or national leadership conference (identify the topic, conference, and circumstances) (cannot claim in conjunction with Leadership: 138)	2
Leadership	126	5	Participate in a BPA local officer training workshop presented on the local level (identify the topic and presenter)	2
Leadership	127	10	Participate in a BPA officer training workshop presented on the regional, state, or national level (identify the topic, conference, and speaker)	2
Leadership	128	10	Design, prepare, and display a bulletin board or exhibit portraying leadership techniques (identify the topic and location)	1
Leadership	129	10	Participate in a BPA State Leadership Academy (identify the conference, state, and year)	1
Leadership	130	10	Serve as a BPA State Leadership Conference Volunteer or Intern (identify the conference, state, and year)	1
Leadership	131	20	Participate in the BPA National Leadership Academy at a National Leadership Conference (identify the conference, city, and year)	1
Leadership	132	15	Serve as a BPA National Leadership Conference Volunteer or Intern (identify the conference, city, and year)	1
Leadership	134	10	Lead discussion on a BPA-related webinar.	2
Leadership	135	20	Complete the BPA Student Member Certification Series - Level 1. For more information visit <a href="http://bpa.org/students/student-certifications/">http://bpa.org/students/student-certifications/</a> . To register visit <a href="https://bpa.org/learn/">https://bpa.org/learn/</a>	1

Leadership	136	15	Lead at least a 15-minute presentation to a middle school about BPA and why they should join (cannot be used in conjunction with Leadership: 137)	2
Leadership	137	15	Lead at least a 15-minute presentation to an existing middle school BPA chapter about opportunities available to them and/or why they should continue to be members once in high school (cannot be used in conjunction with Leadership: 136)	2
Leadership	138	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) for any function (Identify the function, group, topic, and circumstances) (cannot claim in conjunction with Leadership: 124)	2
Leadership	139	10	Design, prepare, and display a bulletin board or exhibit which portrays safety awareness (identify the topic and location)	1
Leadership	140	5	Participate on the Quality Chapter Distinction Award committee; committee must be working toward achieving the award (identify involvement)	4
Leadership	141	15	Lead at least a 15-minute presentation to a college about BPA and why they should join (cannot be used in conjunction with Leadership: 142)	2
Leadership	142	15	Lead at least a 15-minute presentation to an existing high school BPA chapter about opportunities available to them and/or why they should continue to be members once in college (cannot be used in conjunction with Leadership: 141)	2
Leadership	143	15	Participate in the National Officer for a Day Program at NLC (identify conference, city, and year)	1
Leadership	144	15	Serve as a reviewer for the Torch Awards on the local, regional, state, or national level	2
Leadership	145	20	Complete the BPA Student Member Certification Series - Level 2. For more information visit <a href="http://bpa.org/students/student-certifications/">http://bpa.org/students/student-certifications/</a> . To register visit <a href="https://bpa.org/learn/">https://bpa.org/learn/</a>	1
Leadership	146	5	Reach out to a BPA local, state, regional, or national officer through email or social media to offer support with an initiative or activity (specify the officer position, method of contact, and support offered)	2
Leadership	147	15	Organize, or assist with organizing, any activity or event for a school, faith-based, or other similar organization (specify the organization and activity or event)	2
Leadership	148	5	Communicate the leadership opportunities and experiences gained from BPA through social media (specify the topics mentioned, date of communication, and social media platform)	1
Leadership	149	5	Encourage current members of BPA to run for office on a local, state, regional, or national level through social media	1

			or other means of communication (identify the mode and date of communication)	
Leadership	150	10	Participate in a leadership training presented by BPA or another organization (specify the topic of the presentation, the date of the presentation, and the organization giving the presentation)	1
Leadership	151	5	Miscellaneous: any BPA leadership activity not specified in the above codes (identify the activity completely)	2
Service	201	15	Serve as a coach for Special Olympics (identify the team or event)	2
Service	202	10	Organize and plan a blood drive (identify the involvement)	2
Service	203	5	Volunteer and/or donate blood at a blood drive	2
Service	204	10	Organize and plan a pledge drive against distracted driving (identify the involvement)	2
Service	205	5	Volunteer and/or participate in a pledge drive against distracted driving (identify the involvement)	2
Service	206	10	Organize and plan a bone marrow registry drive (identify the involvement)	2
Service	207	5	Volunteer and/or participate in a bone marrow registry drive (identify the involvement)	2
Service	208	10	Organize and plan a donor registry drive (identify the drive and involvement)	2
Service	209	5	Volunteer and/or participate in a donor registry drive (identify the drive and involvement)	2
Service	210	10	Organize and plan a fundraiser walk for a charity cause (identify the cause and involvement)	2
Service	211	5	Volunteer and/or participate in a fundraiser walk for a charity cause (identify the cause and involvement)	2
Service	212	10	Write and publish an article on safety (including drug awareness) for a BPA newsletter, community paper, etc. (identify the topic, publication, and publication date)	1
Service	213	10	Participate in a community or school-sponsored service project; not chapter-related (identify the involvement and project) (cannot be claimed in another activity and/or category)	2
Service	215	10	Volunteer and/or participate in an activity that promotes the concept of "going green" (identify the activity and involvement)	2
Service	216	10	Volunteer and/or participate in a local BPA chapter service project that benefits the community (identify the involvement and project)	3
Service	217	5	Create or update a web page promoting BPA (identify the page contents and the website address)	1
Service	218	10	Volunteer and/or participate in a local BPA chapter in-school service project which benefits the school (identify the involvement and project)	3

Service	219	10	Volunteer and/or participate in a local BPA chapter recruiting activity promoting continuing business education (identify the activity and involvement)	1
Service	220	15	Volunteer and/or participate in a service project sponsored by the BPA state or national organization (identify the involvement and project)	1
Service	221	5	Register hours for the <i>President's Volunteer Service Award</i>	1
Service	222	10	Complete the requirements for the <i>Bronze Level President's Volunteer Service Award</i> (cannot be used in conjunction with Service 227 or 228 in the same year)	1
Service	223	10	Write and publish an article promoting a service learning activity for a BPA website, newsletter, community paper, etc. (identify the topic, publication, and publication date)	2
Service	224	10	Complete activity Service 223, including a photo in the article and receive 10 extra points for a total of 20 points	2
Service	225	10	Participate and/or volunteer in a Special Olympics event (identify the event and involvement)	2
Service	226	10	Serve as chair at a Special Olympics event (identify the event and involvement)	2
Service	227	15	Complete the requirements for the <i>Silver Level President's Volunteer Service Award</i> (cannot be used in conjunction with Service 222 or 228 in the same year)	1
Service	228	20	Complete the requirements for the <i>Gold Level President's Volunteer Service Award</i> (cannot be used in conjunction with Service 222 or 227 in the same year)	1
Service	229	5	Design a pin or t-shirt for a contest at the local, regional or state level	2
Service	230	5	Selection of pin or t-shirt in a contest at the local, regional or state level	2
Service	231	10	Organize and plan a collection drive to distribute masks, care packages, relief materials or other humanitarian aid to those in need	2
Service	232	5	Volunteer and/or participate in a collection drive to distribute masks, care packages, or other relief material to those in need	2
Service	233	5	Donate to and/or volunteer with local food banks or food pantries, or take another action that distributes food to those in need	2
Service	234	10	Write and publish an article on a social justice topic (including Black Lives Matter, voter suppression, etc.) for publication in a BPA newsletter, community paper, etc. (identify the topic, publication, and publication date)	1
Service	235	15	Volunteer and/or participate in a social media campaign, workshop, conference, or other educational event to educate others on social justice issues	2
Service	236	15	Organize and plan a social media campaign, workshop, conference, or other educational event to educate others on social justice issues	2

Service	237	10	Participate in a community or school-sponsored online action, parade, or event that advocates for a social justice-related issue	1
Service	250	5	Miscellaneous: any BPA service activity not specified in the above codes (identify the activity completely)	2
Cooperation	301	10	Participate in presenting a BPA ceremony (ex. Torch Ceremony or Installation Ceremony) (participation means having one of the major speaking parts) (identify the ceremony and level of involvement)	3
Cooperation	302	10	Serve as a campaign committee member in BPA; can only claim one campaign at a given time (identify the campaign) (cannot be used in conjunction with the Leadership activities for the same committee)	3
Cooperation	303	10	Participate in a combined chapter function with a BPA chapter from the same or different division(s) or alumni chapter (identify the division(s) and function)	1
Cooperation	304	5	Participate in a local BPA chapter fundraising project that supports a community service organization (identify the involvement and project) (cannot be used in conjunction with any other activity)	3
Cooperation	305	10	Participate in a BPA regionally-sponsored project that supports a community service organization (identify the involvement and project) (cannot be used in conjunction with any other activity)	1
Cooperation	306	10	Participate in a BPA state-sponsored project that supports a community service organization (identify the involvement and project) (cannot be used in conjunction with any other activity)	1
Cooperation	307	10	Participate in a BPA nationally-sponsored project that supports a community service organization (identify the involvement and project) (cannot be used in conjunction with any other activity)	1
Cooperation	308	10	Participate in a BPA local chapter project in cooperation with another student organization (identify the involvement, project, and organization)	2
Cooperation	309	5	Be a member of another school, faith-based, sport or similar organization while an active BPA member (does not include a school or class section, or school sport) (identify the organization)	5
Cooperation	310	10	Participate in publishing a BPA chapter newsletter or website (identify involvement)	1
Cooperation	311	10	Participate in a local BPA chapter activity which promotes BPA Week (identify involvement and activity)	2
Cooperation	312	10	Participate in a BPA local, regional, state, or national safety project (identify involvement, project, and level) (cannot be claimed in conjunction with Love, Hope, & Faith: 621)	1
Cooperation	313	10	Attend a professional meeting, e.g., DPMA, AMS, NAA, Toastmasters, IAAP (identify the meeting)	2

Cooperation	314	5	Help promote a BPA activity for another division or alumni chapter (identify the involvement, division, and activity)	1
Cooperation	315	5	Attend a BPA or business division/department advisory committee/board meeting (identify the meeting)	1
Cooperation	316	10	Participate in a local BPA chapter activity to recognize community leaders (identify the involvement and activity)	2
Cooperation	317	10	Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement)	2
Cooperation	318	10	Participate in a local BPA chapter membership recruitment activity (identify involvement and activity)	2
Cooperation	319	15	Establish a School-to-Work contact with a business in your local community for a career/technical program (identify the career/technical program, the contact person, and the business where the contact was made)	1
Cooperation	320	5	Serve as a committee member in BPA (identify the committee)	3
Cooperation	321	10	Organize a fundraiser for your BPA chapter or other organization (identify the involvement and organization)	2
Cooperation	322	10	Organize a BPA Week activity/event (identify the involvement and activity)	2
Cooperation	323	10	Assist in planning a combined meeting with a different division of BPA or alumni chapter (identify the division and meeting)	3
Cooperation	325	5	Click the "Follow" button on BPA's official Instagram page: @bpanational	1
Cooperation	326	5	Participate in a BPA Tweet-A-Thon or Twitter chat hosted by @National_BPA on twitter and use "#BPAAllDay" or corresponding hashtag or participate in a BPA Instagram Live hosted by @BPANational	2
Cooperation	327	5	Click the "Connect" button on BPA's official LinkedIn page	1
Cooperation	328	5	Add BPA's official Snapchat account: @national_bpa	1
Cooperation	329	5	Participate in the BPA Week Challenge and post a picture on Twitter or Instagram using the corresponding hashtag (identify which challenge day, the activity, and the hashtag used)	2
Cooperation	335	5	Click the "Like" button on BPA 's official Facebook page <a href="https://www.facebook.com/businessprofessionalsofamerica">https://www.facebook.com/businessprofessionalsofamerica</a>	1
Cooperation	336	5	Click the "Follow" button on BPA 's official Twitter page: @national_bpa	1
Cooperation	337	5	Exchange ideas with members of your BPA chapter to identify ways of increasing chapter size (identify key points and circumstances of conversation)	1
Cooperation	339	10	Communicate with a BPA National Officer on a BPA-related topic (identify the officer contacted, the topic, and the method of communication)	2



Cooperation	340	5	Exchange ideas with members from another BPA chapter or division about fundraising (identify key points and circumstances of conversation)	1
Cooperation	341	10	Present at a BPA or business division/department advisory committee/board meeting (identify the meeting)	2
Cooperation	342	5	Subscribe to the National BPA YouTube Channel	1
Cooperation	343	5	Exchange ideas with students from your school about how to bring about positive social change in your community (identify the individual, topic discussed, and the circumstances)	1
Cooperation	344	5	Exchange ideas with students from a different school about how to bring about positive social change in your community (identify the individual, topic discussed, and the circumstances)	1
Cooperation	345	5	Click the "Follow" button on all of the BPA Post-secondary National Officer's official Twitter pages: @BPAPSPres, @BPAPSVicePres, @BPASecTreas, and @BPAPSParli	1
Cooperation	346	5	Click the "Follow" button on all of the BPA Secondary National Officer's official Twitter pages: @BPAPresident, @BPAVicePres, @BPASecretary, @BPATreasurer, @BPAHistorian, and @BPAParli	1
Cooperation	347	5	Participate in a BPA LEADS Twitter chat hosted by @BPALeadership on Twitter and use "#BPAAllDay and #LeadershipInAction or corresponding hashtag	2
Cooperation	350	5	Miscellaneous: any BPA cooperation activity not specified in the above codes (identify the activity completely)	2
Knowledge	401	10	Demonstrate or explain the parts of the BPA emblem and their meaning to your BPA advisor or chapter (must be a part of the actual demonstration) (identify to whom, when, and how presented)	1
Knowledge	402	10	Recite the BPA pledge by memory on a one-to-one basis to your advisor or chapter (chapter meeting recitation does not qualify) (identify to whom presented and circumstances)	1
Knowledge	403	10	Make a short presentation on the BPA colors to your advisor or chapter (identify to whom, when, and how presented)	1
Knowledge	404	10	Make a short presentation on the purposes of BPA to your advisor or chapter (identify to whom, when, and how presented)	1
Knowledge	405	10	Explain the significance of the Torch Ceremony to your advisor or chapter (identify to whom, when, and circumstances)	1
Knowledge	408	5	Participate in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region and name of competitive event)	2
Knowledge	409	5	Place in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region, ranking, and name of competitive event)	2

Knowledge	410	5	Participate in a BPA nationally-approved competitive event, individual or team, at the state level (identify the state conference and name of the competitive event)	2
Knowledge	411	10	Place in a BPA nationally-approved competitive event, individual or team, at the state level (identify the state conference, ranking, and name of competitive event)	2
Knowledge	412	10	Participate in a BPA competitive event, individual or team, at the National Leadership Conference (identify the national conference location and name of the competitive event)	2
Knowledge	413	15	Place in the top ten in a BPA competitive event, individual or team, at the National Leadership Conference (identify the national conference, ranking, and name of the competitive event)	2
Knowledge	414	5	Attend a workshop at a BPA leadership conference (identify the workshop, presenter, and conference)	4
Knowledge	415	10	Attend a parliamentary procedure workshop; does not need to be presented by BPA (identify the workshop, presenter, and circumstances)	1
Knowledge	416	10	Read all three of the BPA local, state, and national constitutions within your division (identify the sources)	1
Knowledge	417	10	Study the current guidelines for a BPA Cares award in the BPA Cares Awards Handbook. Present a written proposal to a local chapter officer outlining procedures for the chapter to receive the recognition (cannot be used in conjunction with Knowledge: 422)	1
Knowledge	418	10	Conduct an interview with a business person regarding what their job entails (identify the person, their job title, and the business where they are employed)	1
Knowledge	419	10	Give a presentation demonstrating how to use a particular type of software to a group (identify the software, the group, and the place the presentation was given)	1
Knowledge	420	5	Give a presentation on any topic using computer or multimedia (electronic) technology (identify your topic, the technology used, the group you presented to, and the place where the presentation was given)	1
Knowledge	421	5	Conduct a job search using the Internet (identify two companies about which you received information)	1
Knowledge	422	5	Study the current guidelines for the BPA Cares awards in the BPA Cares Awards Handbook (cannot be used in conjunction with Knowledge 417)	1
Knowledge	423	5	Take a State BPA Merit Scholar Test (identify the state conference)	1
Knowledge	424	10	Earn a State BPA Merit Scholar Award (identify the state conference)	1
Knowledge	425	10	Take the BPA Merit Scholar Test at NLC (identify the national conference)	1
Knowledge	426	15	Earn a BPA Merit Scholar Award at NLC (identify the national conference)	1

Knowledge	427	10	Attend a BPA State Executive Council meeting (identify the state, date of meeting, and circumstances)	1
Knowledge	428	10	Write an article for the BPA regional or state publication or newsletter (must be submitted but need not be published) (identify the topic and publication)	1
Knowledge	429	15	Write and publish an article about your chapter for the bpa.org website submitted through the National Center staff or State Advisor (identify the article and date of publication)	2
Knowledge	431	15	Write a BPA article for any city newspaper; it must be published (specify the topic, paper, and publication date)	2
Knowledge	432	10	Speak about BPA at a non-chapter meeting (such as a civic organization) (this may include one presentation to a school-related organization) (identify the topic and circumstances)	2
Knowledge	433	10	Attend a professional webinar (identify the topic) (same activity cannot be used in conjunction with Knowledge: 441)	1
Knowledge	434	5	Take a certification exam from Certiport or Precision Exams/YouScience (include certification name and testing site)	2
Knowledge	435	10	Achieve a certification from Certiport or Precision Exams/YouScience (include certification name and testing site)	2
Knowledge	436	10	Take a certification exam at the National Leadership Conference Certification Lab sponsored by Certiport or Precision Exams/YouScience (include certification name)	1
Knowledge	437	15	Achieve a certification at the National Leadership Conference Certification Lab sponsored by Certiport or Precision Exams/YouScience (include certification name)	1
Knowledge	438	10	Take the National Association of Parliamentarians Certification Exam at a BPA National Leadership Conference (identify the conference)	1
Knowledge	439	10	Complete the requirements for the Life Skills Achievement Program provided through Next Step Academy (identify the courses taken) <i>*To be removed after 2020-2021 membership year</i>	1
Knowledge	440	10	Create a portfolio that presents some of the work and/or projects you completed as a member of BPA (identify the work/projects covered in the portfolio)	1
Knowledge	441	10	Attend a BPA professional webinar (identify the topic) (same activity cannot be used in conjunction with Knowledge: 433)	2
Knowledge	442	10	Watch the Torch introduction video	1
Knowledge	443	10	Receive a digital badge or digital credential from BPA or another organization in any of the following areas: leadership, business, technology or professionalism (identify the organization and credential received)	2

Knowledge	444	15	Participate in BPA offerings such as summits, boot camps, or conferences (other than the National Leadership Conference) throughout the membership year (identify the event and circumstances)	2
Knowledge	445	5	Take the BPA Knowledge test located at <a href="https://bpa.org/learn/">https://bpa.org/learn/</a>	1
Knowledge	446	5	Pass the BPA Knowledge test with a score of 90% or greater located at <a href="https://bpa.org/learn/">https://bpa.org/learn/</a> (upload a copy of the certificate)	1
Knowledge	450	5	Miscellaneous: any BPA knowledge activity not specified in the above codes (identify the activity completely)	1
Friendship	502	5	Attend an official BPA local chapter meeting	5
Friendship	503	5	Attend an official BPA local chapter social activity (identify the type and location)	3
Friendship	504	5	Attend a BPA Regional Leadership Conference (identify the region and conference)	3
Friendship	505	5	Attend a BPA State Leadership Conference (identify the conference)	3
Friendship	506	10	Attend a BPA National Leadership Conference (identify the conference)	3
Friendship	507	10	Attend a BPA chapter meeting or activity of a BPA chapter at a different school (identify the meeting and school)	1
Friendship	508	5	Serve as a personal host/hostess to a special guest at a BPA local, regional, or state activity (identify guest, involvement, and function)	3
Friendship	509	5	Attend an activity of a different school or organization; does not need to be BPA related; however, it must include face-to-face engagement with students from the other school (identify the function and school)	1
Friendship	510	15	Assist in the establishment or reactivation of a BPA chapter (identify the school, group, and your involvement)	2
Friendship	511	5	Volunteer office services for a faculty member (identify services performed and for whom)	2
Friendship	512	10	Participate in a BPA recognition activity for school personnel (identify involvement and activity)	1
Friendship	513	5	Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons)	1
Friendship	514	10	Prepare and send a minimum of five appreciation letters to businesses for their support of BPA (identify quantity and purpose)	1
Friendship	515	5	Submit a story and photo to the BPA official Instagram, Facebook, or Twitter page promoting BPA (@bpanational, facebook.com/businessprofessionalsofamerica, @National_BPA)	2
Friendship	516	10	Volunteer a friendship service on a one-to-one basis for a shut-in, homebound, disabled, or similar person; does not need to be a chapter activity (e.g., babysitting a special	2

			needs child for a mom, raking leaves for a homebound elderly adult) (identify person, service, and circumstances)	
Friendship	517	5	Establish a new acquaintance with a BPA member in another state through email	1
Friendship	518	5	Establish a new acquaintance with a business professional that lives in another country through email	1
Friendship	519	10	Attend a social event with another BPA chapter (identify the function and school)	2
Friendship	520	10	Attend a BPA Fall Leadership Conference	2
Friendship	521	5	Recruit five new BPA chapter members (identify the new members recruited)	1
Friendship	522	10	Apply for the National Recruiter of the Year BPA Cares Award (identify the new members recruited)	1
Friendship	523	10	Exchange ideas with another career/technical student organization (i.e., DECA, FFA, TSA) <u>at a different school</u> (identify the school, topics, and organization)	1
Friendship	524	5	Recruit one new alumni division member (identify the new member recruited)	5
Friendship	526	5	Exchange ideas with another career/technical student organization (e.g., DECA, FFA, TSA) <u>within your school</u> (identify the topics, and organization)	1
Friendship	528	5	Establish and maintain a new acquaintance with a BPA member from a different chapter through email (identify the member and their school)	1
Friendship	530	5	Participate in Chapter Social Week and post a picture on Twitter using "#BPASocial" (identify the social activity)	2
Friendship	531	10	Selected as a spotlight member on National BPA social media (Twitter, Instagram, or Facebook)	1
Friendship	532	10	Actively participate in hosting a BPA leadership conference or BPA competition at your school	1
Friendship	533	5	Submit a spotlight feature about your "BPA story" or your chapter's BPA involvement including a photo and at least a 100 word write-up emailed to photos@bpa.org for social media or website recognition	2
Friendship	534	5	Take action to spread kindness and joy in your school or local community (e.g., create sidewalk chalk art, window messages, paint kindness rocks, send cookies to your BPA chapter members)	2
Friendship	550	5	Miscellaneous: any BPA friendship activity not specified in the above codes (identify the activity completely)	2
Love, Hope, Faith	601	10	Work to promote community goodwill through a BPA local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons)	3
Love, Hope, Faith	602	5	Discuss BPA on a one-to-one basis with a business person outside the organization; it cannot be a school official or immediate family member (identify the person and situation)	2

Love, Hope, Faith	603	5	Give the invocation at a BPA function (identify the function)	1
Love, Hope, Faith	604	10	Participate in a local chapter environmental awareness program or project (identify the project and your involvement)	3
Love, Hope, Faith	605	10	Participate in a relief fundraising project; it need not be BPA related (identify your involvement, the activity, and group sponsoring)	2
Love, Hope, Faith	606	15	Work with underprivileged, disabled people on an individual basis; does not need to be BPA related (make sure the involvement warrants the point allotment, such as serving as a tutor for the semester, working with a disabled child weekly, etc.) (identify your involvement and person helped)	3
Love, Hope, Faith	607	10	Participate in a BPA local chapter charity drive (identify your involvement, activity, and circumstances)	2
Love, Hope, Faith	608	10	Participate in a community service project; does not need to be BPA related (identify involvement, activity, and circumstances)	2
Love, Hope, Faith	609	10	Participate in a BPA local chapter project designed specifically to raise money for Special Olympics or any similar organization at any level (identify involvement, activity, organization, and circumstances)	3
Love, Hope, Faith	610	10	Participate in the NLC Walk for Special Olympics	2
Love, Hope, Faith	611	10	Participate in an event promoting acceptance of all individuals regardless of race, creed, gender or orientation (identify the activity and involvement)	2
Love, Hope, Faith	612	5	Attend a religious function of any faith (identify place of worship or event)	2
Love, Hope, Faith	613	10	Visit a nursing home or assisted living home and interact with the residents	2
Love, Hope, Faith	614	10	Complete the nomination application for one of the BPA Cares Professional Awards	2
Love, Hope, Faith	615	10	Participate in an activity that honors local teachers within your district	2
Love, Hope, Faith	616	10	Participate in the NOYS Seat Belts Save Challenge ( <a href="https://noys.org/about-us/our-programs/seat-belts-save/">https://noys.org/about-us/our-programs/seat-belts-save/</a> )	1
Love, Hope, Faith	617	5	Attend an art show, a recital, a school play, or a community playhouse production (identify the production)	2
Love, Hope, Faith	618	10	Attend a county or state fair and tour the educational exhibits for a minimum of one hour (identify the fair and exhibits viewed)	1
Love, Hope, Faith	619	15	Exhibit something at a county or state fair (identify the fair and exhibit item) (same event cannot be claimed in conjunction with Love, Hope, Faith: 618)	2
Love, Hope, Faith	620	10	Attend a professional play or musical, music concert or recital, dinner theater, ballet or other dance performance, poetry, etc. (be sure this is a cultural activity; rock concerts	2

			or similar activities do not qualify) (identify the performance and location)	
Love, Hope, Faith	621	10	Participate in a local chapter safety program (including drug awareness) or project (identify the project and your involvement) (cannot be claimed in conjunction with Cooperation 312)	2
Love, Hope, Faith	622	20	Work with a community member on an individual basis to provide skills training; does not need to be BPA related (make sure the involvement warrants the point allotment, such as teaching a Microsoft Office workshop, etc.) (identify your involvement and person helped)	1
Love, Hope, Faith	623	10	Participate in an art show, a recital, a school play, or a community playhouse production (identify the production)	2
Love, Hope, Faith	624	5	Write a "thank you" note to an advisor, mentor, sponsor, or friend for their support during your BPA journey. Include to whom the letter was written and that person's impact on you.	2
Love, Hope, Faith	625	10	Complete a BPA Cares Award application (individual or chapter) and receive recognition. Identify award applied to and chapter seeking recognition (if applicable).	1
Love, Hope, Faith	626	5	Make a donation (monetary or time) to a non-profit (for example: BPA, Red Cross, or a homeless shelter) that works to help an individual or group (provide donation description and the web address link to the organization)	3
Love, Hope, Faith	627	10	Create and organize an initiative for school, BPA, a faith-based organization, or other organization that focuses on helping people feel happiness and hope (identify the initiative and the organization)	2
Love, Hope, Faith	628	5	Ask someone about their opinion or beliefs on a subject of your choice (identify the person and the subject)	2
Love, Hope, Faith	650	5	Miscellaneous: any BPA love, hope, or faith activity not specified in the above codes (identify the activity completely)	2
Patriotism	701	5	Lead the Pledge of Allegiance at a BPA local chapter function (you must be the actual leader, not just a participant) (identify the function)	1
Patriotism	702	10	Demonstrate or explain the proper procedure for displaying, folding and caring for the U.S. flag (identify circumstances and involvement)	1
Patriotism	703	10	Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer does not qualify) (identify involvement and parade)	2
Patriotism	704	10	Participate in a political activity outside of BPA (this does not include activities such as homecoming) (identify involvement and activity)	3

Patriotism	705	10	Participate in an informative political session (this does not include being an observer and this does not include student elections) (identify involvement and activity)	1
Patriotism	706	10	Observe the legal proceedings of a court session; does not include TV programs (identify session and topics)	1
Patriotism	707	10	Attend a city council meeting	1
Patriotism	708	10	Attend a school board meeting	1
Patriotism	709	10	Attend a county, state, or national legislative session, hearing, or committee meeting; does not include TV programs but you may attend virtually (identify the session and topic)	1
Patriotism	710	10	Contact a state or national elected official to advocate for Business Professionals of America (identify the method of contact, individual, and the topic)	2
Patriotism	711	15	Vote in a local (city-wide) government election or a mock-related activity (does not include school elections such as homecoming) (identify the activity)	1
Patriotism	712	15	Vote in a state government election or a mock-related activity (identify the activity)	1
Patriotism	713	10	Speak at a public patriotic event (identify event, involvement and topic)	1
Patriotism	714	10	Perform a patriotic song (singing or instrumental) at a public event (identify event and involvement)	1
Patriotism	715	15	Vote in a national government election or mock-related activity (identify the activity)	1
Patriotism	716	5	Observe free enterprise in action by touring a company while visiting with their leadership (identify company and what observed)	1
Patriotism	717	5	Attend a multi-cultural festival (identify the involvement and activity)	1
Patriotism	718	5	Visit an art museum, natural history museum, African American history museum or similar facility (identify museum and what observed)	1
Patriotism	719	5	Attend a community patriotic, historical or cultural event (identify the event and circumstances)	3
Patriotism	720	5	Take a virtual tour of an historical building or area (identify the building or area and what was observed) (same location cannot be repeated)	2
Patriotism	721	10	Tour a historical building or area (identify the building or area and what was observed) (same location cannot be repeated)	2
Patriotism	722	10	Design, prepare, and put up a patriotic display (identify purpose, type, and location)	2
Patriotism	723	5	Participate in local festival parade	2
Patriotism	724	10	Participate in an activity that supports US Military or US Military families	2
Patriotism	725	10	Perform the National Anthem at a public event (identify the function) (same activity cannot be used in conjunction with Patriotism: 714)	2



Patriotism	726	15	Present at a school board meeting (cannot be used in conjunction with Patriotism: 708)	1
Patriotism	727	15	Present at a city council meeting (cannot be used in conjunction with Patriotism: 707)	1
Patriotism	728	10	Attend an inauguration or swearing in of a government official (identify the event and government official)	2
Patriotism	729	5	Attend a presentation given by military personnel	1
Patriotism	730	15	Visit a VA facility/hospital and interact with veterans (provide name, situation, and location) (be sure the activity and participation warrant the points received)	1
Patriotism	731	10	Contact a locally elected official or school board member to discuss your "BPA Story" and how Career & Technical Education has benefited you (identify person contacted, method of contact, and a brief overview of your BPA story)	2
Patriotism	732	5	Talk to a military recruiter or personnel about military job opportunities or the US armed forces (identify recruiter, military branch, situation, and topic discussed) (activity can only be repeated with a different branch of the military)	2
Patriotism	733	10	Participate in an organized, government-focused conference (e.g. Model Legislature, American Legion Boys State, or American Legion Auxiliary Girls State) (identify conference/event attended, involvement, and relation to learning about government)	1
Patriotism	734	15	Organize a civil demonstration regarding a political or social justice issue (identify the demonstration and the issue; cannot be used in conjunction with Patriotism: 735)	1
Patriotism	735	10	Participate in a civil demonstration regarding a political or social justice issue (identify the demonstration and the issue; cannot be used in conjunction with Patriotism: 734)	2
Patriotism	736	5	Research a political or social justice topic of your choosing to learn more about other perspectives (identify the demonstration and the issue)	2
Patriotism	737	5	Post appropriate content on social media highlighting a political or social justice topic (quote the social media post content and identify the social media platform) (the post must be an original post; no retweets or reposts)	2
Patriotism	738	10	Contact a state or national elected official regarding a political or social justice issue (identify the method of contact, individual, and the topic)	2
Patriotism	750	5	Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely)	2