



SY 25-26

0000105

NCSD OVERNIGHT, OUT-OF-STATE OR COUNTRY FIELD TRIP REQUEST FORM

Date Request Submitted (auto-populated) 12 weeks prior minimum	Date of Request 03/25/2026	Type of Trip: Out of State & Overnight
Dates of Trip	Leave 05/05/2026	Return 05/10/2026
Number of School Days Missed by Students	4	

TRIP INFORMATION

Requester's Name	Hallie Smith	
Requester's Building	Novi High School	
Group/Class Traveling	Business Professionals of America members	
Title of Field Trip	National Leadership Conference	
Primary Destination	Nashville, Tennessee	
Expected Chaperone Numbers	NCSD Staff Chaperones ¹	Non-Staff Chaperones ⁰

Summary of Trip:

Students who placed in the top 3 for judged events and top 8 for non-judged events or in the top 3 for teams are eligible to attend the National Leadership Conference in Nashville, Tennessee. In addition to competing against other state winners from across the country and several countries, students will participate in many workshops and leadership training led by professionals representing varied professions, and elect next year's national officers. The Novi chapter has had members attend the National Leadership Conference for the last two years.

CURRICULUM (Required for Curricular Trips)

1.) What are the state standards and/or learning targets that tie into the proposed trip?

BPA is a national co-curricular organization. Relevant standards include: Collect, organize, and utilize data and problem solving skills to analyze and communicate business decisions. Explore career opportunities as well as utilize strategies to determine appropriate career opportunities and relationships. Demonstrate and communicate strategies for ensuring a successful business career.

2.) Describe the class activities prior to the field trip that will integrate the field trip with the curriculum

Students in related courses will be working on skills that mirror or lead to future jobs in finance, design, computer science, marketing, business administration, etc.

3.) Why is the field trip the best way to achieve/reinforce the class learning targets?

Students are able to test their skills in career-related events and gain insight from business professionals.

4.) What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge gained on this trip?

Students assess what they knew and what they need to improve upon. They also are better able to evaluate potential career paths.

OVERNIGHT, OUT OF STATE, OR OUT OF COUNTRY FIELD TRIPS

Have you coordinated this trip in the past?

Yes

If yes, when:

05/07/2025

If not, what is the most recent overnight trip you have coordinated? Please describe the destination, group traveling, and date.

If you have never coordinated an overnight trip, it is required that a chaperone accompanying your group has done so.

Which chaperone has this experience?

HOTEL ACCOMMODATIONS

Hotel Name
If applicable

Gaylord Opryland Resort

Address 2800 Opryland Dr. Nashville,
TN 37214

Contact Name

Gayle Robinson

Phone # 615-889-1000

Link to Hotel: <https://www.marriott.com/en-us/hotels/bnago-gaylord-opryland-resort-and-convention-center/overview/>

***DETAILED ITINERARY REQUIRED TO BE ATTACHED-(WILL COVER IF MORE THAN 1 HOTEL)**

TRANSPORTATION DETAILS

Must be contacted for pre-arrangements. Requirements: 12 weeks prior	Date contacted/prearranged	03/16/2026
	Transportation Provider If charter bus, confirm on MDOT approved list	Indian Trails
	Contact Person	Ben Goward, Clare High School - coordinator
	Contact Phone Number	989-386-7789
	Email Address	bgoward@clare.k12.mi.us
Does the bus need to stay?	Yes	
Lift Bus Required?	No	
Special Equipment Required:	No	
Number of Students Attending	12	

TRAVEL FROM SCHOOL TO FIELD TRIP DESTINATION

Departure Location Building Name & Address	Novi High School 24062 Taft Road Novi, MI 48375	Departure Date & Time	05/05/2026 9:00 AM
Destination Location Building Name & Address	Gaylord Opryland Resort and Convention Center 2800 Opryland Dr. Nashville, TN 37214	Arrival Time	7:00 PM

RETURN TRAVEL FROM FIELD TRIP TO SCHOOL

Departure Location Building Name & Address	Gaylord Opryland Resort and Convention Center 2800 Opryland Dr. Nashville, TN 37214	Departure Date & Time	05/10/2026 7:00 AM
Destination Location Building Name & Address	Novi High School 24062 Taft Road Novi, MI 48375	Arrival Time	5:30 PM

Notes:

Chaperone and students will leave from Novi High School and travel to Okemos High School via 15-passenger van, driven by the chaperone. At Okemos High School, we will join with students and chaperones from Okemos High School, Clare High School and St. Johns High School and travel by motor coach to the Gaylord Opryland Resort and Convention Center in Nashville, Tenn. For the return trip, the motorcoach will travel to Okemos High School. Chaperone and students will then drive to Novi High School via a 15-passenger van driven by the chaperone.

CHAPERONE INFORMATION

NCSD STAFF CHAPERONES - NUMBER EXPECTED: 1 COMPLETE INFO. BELOW

	Last Name	First Name	Cell Phone Number	Home Building	Sub Required? IF YES, CHAPERONE MUST REQUEST SUB IN RED ROVER
1	Smith	Hallie	586-770-0478	Novi High School	Yes, chaperone to request sub
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Notes:

FIELD TRIP COSTS

NCSD BUS TRANSPORTATION COSTS

Bus trip to the destination	Start	End	Hours	
Bus remaining at location between traveling	Start	End	Hours	
Bus trip returning to school	Start	End	Hours	
TOTAL HOURS				
Mileage from NCSD Bus Garage at 45505 11 Mile, Novi, MI 48374 to field trip destination				
Mileage from field trip destination back to school				
TOTAL ROUND TRIP MILES				

HOURLY FLAT RATE FEE

Day of the Week	Number of Hours	Fee Per Hour	Per Bus Total	Number of Buses	Total Flat Rate
Mon-Fri		\$30.00			
Saturday		\$45.00			
Sunday		\$60.00			

MILEAGE FEE

	Fee Per Mile	Number of Miles	Number of Buses	Total Mileage
Round-trip Mileage	\$3.00			

TOTAL NCSD BUS COST \$

Are drivers' meals, tickets, or fees included? Please specify details.

Parking facilities on-site? Is there a cost?

Other important information about NCSD Bus Cost:

FIELD TRIP COST SUMMARY **PER STUDENT**

Total Estimated Cost Per Student		\$ 1,150.00
Estimated Total Per Student		Expense Description (what is included)
Paid by Students & Families	\$950.00	hotel, motorcoach, registration, conference entertainment
Supplied by Students During the Trip	\$200.00	estimated food costs
Covered By Other Funding Sources*	0.00	n/a
*List other funding sources (grant names etc.)		

NCSD BUSINESS OFFICE INFO NEEDED:	Expense Item	Account Name to be charged	Account Number	Amount
	chaperone costs	CTE account	21-271-3310-022-593-3440	\$2,300
	student costs	BPA	61-296-7920-022-753-0000	11,400

Notes: chaperone cost includes subs for 4 days, motorcoach transportation, hotel, conference registration, food

APPROVAL TO COLLECT FUNDS

Anticipated participants (qty)	Amt. Collected per participant (\$)	Expected Total Collected
12	\$950	\$ 11,400.00
Account Name Where Funds will be Deposited		Account Number
Business Professionals of America		60-179-0000-022-753-0000
Name of Adult(s) present and responsible for collecting, counting, and turning in money to the school's financial secretary the day of sale.		Estimated Date (s) Money will be Collected
Hallie Smith		4/7/26

By submitting this field trip form you agree to collect these funds in compliance with district policies and acknowledge all District policies and procedures will be followed for cash handling and cash procedures.

- I understand that I am personally responsible for all funds collected and for keeping accurate records.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I will provide all money received along with the name and amount turned in by the student [parent] to the financial secretary daily for deposits.
- I am responsible for completing the [Event Balance Sheet](#) and will turn in all records to the financial secretary within 5 school days of the money collection date.
- Collected monies to be deposited a minimum of 5 business days prior to expenditures being paid out.

LINKS / ITEMS NEEDED TO PROCESS

Links / Documents	When Needed	Process
<p>NCS D Field Trip Permission Form -</p> <p>HS</p>	<p>Required for</p> <ul style="list-style-type: none"> All field trips. Completed, unsigned version required to process this request. 	<ol style="list-style-type: none"> Choose a form option <ol style="list-style-type: none"> Digital Form Paper Form Update with event details. Attach an unsigned, updated form at the end of this process (scroll all the way to the bottom). If using the digital form, simply upload a document with the link you are sharing with families.
<p>Detailed Itinerary</p> <p>HS</p>	<p>Required for:</p> <ul style="list-style-type: none"> All overnight, out of state or out of country field trips. 	<p>No required format. Must be attached at the end of this process (scroll all the way to the bottom).</p>
<p>Chaperone & Volunteer Non-Employment Background Request (ICHAT)</p> <p>HS</p>	<p>Required for:</p> <ul style="list-style-type: none"> All NON-NCS D chaperones 	<p>Please follow district guidelines found at link including allow 3 business days for your submission to be processed.</p>
<p>NCS D Health Forms</p> <p>HS</p>	<p>Required for all students:</p> <ul style="list-style-type: none"> Emergency Medical Release Form Authorization for Administering Over-The-Counter Medication <p>Required for students bringing Medications:</p> <ul style="list-style-type: none"> Medication Procedure Letter 	<p>Medication Instructions for Overnight Field Trips</p> <p>All forms must be reviewed by district nurses at least two weeks prior to the trip.</p> <p>HS</p>
<p>Student & Chaperone Rules and Responsibilities</p> <p>HS</p>	<p>Required for:</p> <ul style="list-style-type: none"> All overnight, out-of-state or out-of-country field trips. 	<p>Attach the NCS D Overnight, Out of State or Out of Country Rules and Responsibilities to the permission slip when distributing. (already linked in the digital form).</p> <p>Ensure that all chaperones have reviewed the chaperone responsibilities.</p>

RETAINING RECORDS AFTER THE TRIP: Health forms, itineraries, proof of insurance, driver information, permission slips, transportation request forms, and trip mileage or any other information documenting the student trips must be retained (by the trip sponsor) for the remainder of the school year PLUS one additional year and then may be shredded.

For More Details Please Review the [NCS D Overnight, Out of State, Out of Country Field Trip Procedure](#)

APPROVAL PROCESS

Staff Member	Signature	Date	Action
Requester's Signature	<u>Hallie Smith</u> <small>Hallie Smith [03/25/2026 10:31pm EDT]</small>	03/25/2026	Submitted
Sponsoring Administrator of Trip	<u>Michelle Eathorne</u> <small>Michelle Eathorne [03/26/2026 8:54pm EDT]</small>	03/26/2026	Reviewed, okay to proceed.
Notes:			
Building Administrator	<u>Nicole Carter</u> <small>Nicole Carter [03/27/2026 7:30am EDT]</small>	03/27/2026	Reviewed, okay to proceed
Notes:			
Building Budget Admin. Asst. Review	<u>Mary Warra</u> <small>Mary Warra [03/27/2026 7:57am EDT]</small>	03/27/2026	Reviewed, okay to proceed.
Account number(s) provided have been reviewed and are accurate. Yes			
Notes:			
Director of Transportation Only if NCSD Bus used			
Notes: Dir. of Transp. Will be cc'd after board review if request is denied and using NCSD Bus.			
Director of Instruction	<u>Michael Giromini</u> <small>Michael Giromini [03/27/2026 8:12am EDT]</small>	03/27/2026	Reviewed, okay to proceed
Notes:			
Asst. Superintendent Teaching & Learning	<u>Michael Giromini</u> <small>Michael Giromini [03/27/2026 8:13am EDT]</small>	03/27/2026	Reviewed, okay to proceed
Notes:			
Proposed Overnight, Out of State/Country Trip Executive Assistant, Superintendent & Board of Education	<u>Jennifer Bueter</u> <small>Jennifer Bueter [04/13/2026 10:23am EDT]</small>	04/13/2026	Expected Board Review Date 04/23/2026
Notes: This will go for board approval at the 4/23/26 Regular Meeting.			
Board of Ed Decision			Remember to CC Director of Transportation if Denied & Using NCSD Bus.
All completed forms automatically cc'd to: SUPERVISOR OF MEDICAL SERVICES		Board of Education Decision:	

TENTATIVE CONFERENCE SCHEDULE

A high-level look at conference activities and key events by day

All events for BPA's 2026 National Leadership Conference will be held at the Gaylord Opryland Resort and Convention Center in Nashville, TN.

TUESDAY, MAY 5

TUESDAY GENERAL EVENTS

12:00 p.m.–5:00 p.m.	NLC Leadership Academy Co-Facilitator Orientation <i>*By Invitation Only</i>
3:00 p.m.–8:00 p.m.	Conference Headquarters
	Registration/Information Desk
	Finance Desk
5:00 p.m.–6:00 p.m.	Student Volunteer Orientation
5:00 p.m.–7:00 p.m.	Competitive Events Headquarters
Midnight	Curfew (Secondary & Middle Level)

WEDNESDAY, MAY 6

WEDNESDAY GENERAL EVENTS

7:00 a.m.–7:00 p.m.	Registration/Information Desk
	Finance Desk
	Tour Desk
8:00 a.m. - 4:00 p.m.	NLC Leadership Academy
9:00 a.m.–4:00 p.m.	Student Volunteer Desk
9:00 a.m.–7:00 p.m.	Conference Headquarters
9:00 a.m.–10:00 a.m.	Administrator/Proctor/Grader Orientation
10:00 a.m.–5:00 p.m.	BPA Mall
10:00 a.m.–7:00 p.m.	Competitive Events Headquarters
3:00 p.m.–4:00 p.m.	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting <i>All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.</i>
4:00 p.m.–4:30 p.m.	Candidate Rehearsal
4:00 p.m.–5:00 p.m.	Administrator/Proctor/Grader Orientation <i>Preliminary round APGs</i>
	Student Volunteer Orientation
4:30 p.m.–5:30 p.m.	SAAC Meeting
5:00 p.m.–6:00 p.m.	CEAC Meeting
5:30 p.m.–6:30 p.m.	Parade of Flags Rehearsal <i>State representatives must attend</i>
6:30 p.m.–7:30 p.m.	State Meetings <i>*Some states may elect to host meetings at another time.</i>
8:30 p.m.–10:00 p.m.	Opening General Session
10:00 p.m.–11:00 p.m.	BPA Live!

10:30 p.m.–11:30 p.m.	State Meetings (If Necessary)
Midnight	Curfew (Secondary & Middle Level)

WEDNESDAY COMPETITIVE EVENTS

12:00 p.m.–5:00 p.m. (Last exam administered at 4:30 p.m.)	WSAP Open Events Lab Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
---	---

THURSDAY, MAY 7

THURSDAY GENERAL EVENTS

6:30 a.m.–6:00 p.m.	Competitive Events Headquarters
7:00 a.m.–8:00 a.m.	Competitive Event Judge's Orientation <i>*Ticket Required</i> <i>(Judged Event Administrators are permitted to attend Orientation)</i>
7:00 a.m.–5:00 p.m.	Registration/Information Desk
	Finance Desk
	Tour Desk
8:00 a.m.–9:00 a.m.	Student Volunteer Orientation
8:00 a.m.–5:00 p.m.	Conference Headquarters
8:00 a.m.–5:00 p.m.	Advisor Professional Learning Workshops
	Leadership Passport Workshops
9:00 a.m.–10:00 a.m.	AICPA Advisor Breakfast <i>*Ticket Required.</i>
9:00 a.m.–4:00 p.m.	Student Volunteer Desk
9:00 a.m.–5:00 p.m.	BPA Mall
	NLC Exhibitor Showcase
9:00 a.m.–6:00 p.m.	Grading Room

9:30 a.m.-10:30 a.m.	Administrator/Proctor/Grader Orientation <i>Preliminary and Final Rounds APGs</i>
10:00 a.m.-11:00 a.m.	Keynote Presentation - Empty Your Backpack: Small Actions, Big Impact
11:00 a.m.-12:00 p.m.	Advisor Roundtables
12:00 p.m.-1:00 p.m.	Competitive Event Judge's Orientation <i>*Ticket Required</i> <i>(Judged Event Administrators are permitted to attend Orientation)</i>
1:00 p.m.-5:00 p.m. (Last exam at 4:00 p.m.)	Certiport Open Certification Lab
1:00 p.m.-5:00 p.m. (Last exam at 4:00 p.m.)	YouScience Open Certification Lab
2:30 p.m.-3:30 p.m.	Student Volunteer Orientation
3:00 p.m.-4:00 p.m.	Secondary & Postsecondary Division Campaign Rally Set-Up
4:00 p.m.-5:00 p.m.	Administrator/Proctor/Grader Orientation <i>Finals Round APGs</i>
	Secondary Division Business Meeting
After Business Mtg	Secondary Division Campaign Rally
5:30 p.m.-6:30 p.m.	Postsecondary Division Business Meeting
After Business Mtg	Postsecondary Division Campaign Rally
7:00 p.m.-10:00 p.m.	Postsecondary Division State Caucuses
	Secondary State Caucuses
Midnight	Curfew (Secondary & Middle Level)
THURSDAY COMPETITIVE EVENTS	
7:00 a.m.-10:00 a.m.	Device Configuration & Troubleshooting (S/PS)
	Fundamentals of Web Design (S/PS)
7:00 a.m.-12:00 p.m. (Last exam at 11:30 a.m.)	WSAP Open Events Lab Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
7:30 a.m.-9:30 a.m.	Administrative Support Team (S)
8:00 a.m.-10:00 a.m.	Advanced College Accounting (PS)
	College Accounting (PS)
8:30 a.m.-12:30 p.m.	Administrative Support Research Project (S)
	Computer Modeling (S)
	Contemporary Issues (PS)

	Digital Media Production (PS)
	Digital Media Production (S)
	Economic Research Team (S)
	Ethics & Professionalism (S)
	Extemporaneous Speech (ML)
	Extemporaneous Speech (S)
	Financial Analyst Team (PS)
	Financial Analyst Team (S)
	Human Resource Exploration (ML)
	Human Resource Management (PS)
	Human Resource Management (S)
	Interview Skills (PS)
	Interview Skills (S)
	Parliamentary Procedure Team (S)
	Presentation Individual (PS)
	Presentation Individual (S)
	Presentation Team (ML)
	Presentation Team (PS)
	Presentation Team (S)
	Small Business Management Team (S)
	Video Production Team (ML)
	Video Production Team (PS)
	Video Production Team (S)
10:30 a.m.-12:30 p.m.	Advanced Accounting (S)
	C++ Programming (S/PS)
10:30 a.m.-1:30 p.m.	Advanced Word Processing (S/PS)
	Digital Citizenship (ML)
	Linux Operating System Fundamentals (S/PS)
	Server Administration Using Microsoft (S/PS)
11:30 a.m.-12:30 p.m.	Banking & Finance
1:30 p.m.-5:30 p.m.	Advanced Interview Skills (PS)
	Advanced Interview Skills (S)
	Broadcast News Production Team (PS)
	Broadcast News Production Team (S)
	Computer Animation Team (S)
	Digital Game Design Team (ML)
	Economic Research Individual (S)
	Entrepreneurship Exploration (ML)
	Entrepreneurship (PS)
	Entrepreneurship (S)
	Ethics & Professionalism (PS)
	Global Marketing Team (S)
	Graphic Design Promotion (ML)
1:30 p.m.-5:30 p.m.	Graphic Design Promotion (PS)
	Graphic Design Promotion (S)
	Health Research Presentation (PS)

	Health Research Presentation (S)
	Network Design Team (PS)
	Network Design Team (S)
	Prepared Speech (ML)
	Prepared Speech (PS)
	Prepared Speech (S)
	Podcast Production Team (PS)
	Podcast Production Team (S)
	Small Business Management Team (PS)
	User Experience Design Team (S)
	Visual Design Team (ML)
	Visual Design Team (PS)
	Visual Design Team (S)
	Website Design Team (ML)
	Website Design Team (PS)
	Website Design Team (S)
2:00 p.m.-5:00 p.m.	Administrative Support Team (ML)
	Computer Security (S/PS)
	C# Programming (S/PS)
	Integrated Office Applications (S/PS)
	Java Programming (S/PS)
3:00 p.m.-5:00 p.m.	Network Administration Using Cisco (S/PS)
5:30 p.m.-7:00 p.m.	Administrative Support Team (PS)
	Health Insurance & Medical Billing (S/PS)
	Managerial Accounting (PS)
	Parliamentary Procedure Team-Objective Event (S)
5:30 p.m.-8:30 p.m.	Advanced Spreadsheet Applications (S/PS)
	Computer Network Technology (S/PS)
	Database Applications (S/PS)
	Python Programming (S/PS)
FRIDAY, MAY 8	
FRIDAY GENERAL EVENTS	
8:00 a.m.-9:00 a.m.	Student Volunteer Orientation
8:00 a.m.-5:00 p.m.	Advisor Professional Learning Workshops
	Leadership Passport Workshops
8:00 a.m.-5:00 p.m.	Conference Headquarters
	Finance Desk
	Registration/Information Desk
	Tour Desk
8:00 a.m.-7:00 p.m.	Competitive Events Headquarters
9:00 a.m.-10:00 a.m.	Competitive Event Judge's Orientation <i>*Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
9:00 a.m.-4:00 p.m.	Student Volunteer Desk

9:00 a.m.- 5:00 p.m.	BPA Mall
	NLC Exhibitor Showcase
9:00 a.m.-9:00 p.m.	Grading Room
9:30 a.m.-10:30 a.m.	Administrator/Proctor/Grader Orientation
10:00 a.m.-11:00 a.m.	G-W Publisher Focus Group for Advisors <i>*By invitation only</i>
	Keynote Presentation - Empty Your Backpack: Small Actions, Big Impact
12:00 p.m.-4:00 p.m.	Business World <i>*Pre-registration required</i>
2:00 p.m.-3:00 p.m.	Advisor Roundtables
1:00 p.m.-6:00 p.m. (Last exam at 5 p.m.)	Certiport Open Certification Lab
1:00 p.m.-6:00 p.m. (Last exam at 5 p.m.)	YouScience Open Certification Lab
3:00 p.m.-6:00 p.m.	BPA Acts of Service
5:00 p.m.-6:30 p.m.	National Honor Awards Ceremony
7:00 p.m.-8:00 p.m.	State Officers' Reception
7:00 p.m.-10:00 p.m.	Special Event
8:30 p.m.-9:00 p.m.	Rally for Special Olympics
Midnight	Curfew (Secondary & Middle Level)
FRIDAY COMPETITIVE EVENTS	
7:00 a.m.-10:00 a.m.	Intermediate Word Processing (S/PS)
	Fundamental Word Processing (S/PS)
7:00 a.m.-12:00 p.m. (Last exam at 11:30 a.m.)	WSAP Open Events Lab Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
7:30 a.m.-9:30 a.m.	Fundamental Accounting (S)
	Personal Financial Management (S/PS)
8:00 a.m.-9:30 a.m.	Health Administration Procedures (S/PS)
8:00 a.m.-5:00 p.m.	Event Conflicts <i>Must first be resolved by Competitive Events Headquarters</i>
10:00 a.m.-11:00 a.m.	Fundamental Desktop Publishing (S/PS)
10:00 a.m.-12:00 p.m.	Basic Office Systems & Procedures (S/PS)
10:00 a.m.-1:00 p.m.	Broadcast News Production Team Finals (S) <i>Students complete projects 9:30 a.m.-1:00 p.m.</i>

	Video Production Team Finals (S/PS) <i>Students complete projects 9:30 a.m.-1:00 p.m.</i>
10:00 a.m.-3:30 p.m.	Contemporary Issues Finals (PS)
	Extemporaneous Speech Finals (ML)
	Extemporaneous Speech Finals (S)
	Financial Analyst Team Finals (S)
	Human Resource Management Finals (S)
	Network Design Team Finals (S)
	Parliamentary Procedure Team Finals (S)
	Small Business Management Team Finals (S)
10:30 a.m.-12:00 p.m.	Legal Office Procedures (S/PS)
	Spreadsheet Applications (ML)
10:30 a.m.-3:30 p.m.	Administrative Support Research Project Finals (S)
	Advanced Interview Skills Finals (S)
	Computer Animation Team Finals (S)
	Computer Modeling Finals (S)
	Digital Game Design Team (ML)
	Digital Media Production Finals (S)
	Economic Research Individual Finals (S)
	Economic Research Team Finals (S)
	Entrepreneurship Finals (S)
	Ethics & Professionalism Finals (S)
	Global Marketing Team Finals (S)
	Graphic Design Promotion Finals (ML)
	Graphic Design Promotion Finals (S)
	Health Research Presentation Finals (S)
	Human Resource Exploration (ML)
	Interview Skills Finals (PS)
	Interview Skills Finals (S)
	Podcast Production Team Finals (S)
	Prepared Speech Finals (ML)
	Prepared Speech Finals (S)
	Presentation Individual Finals (S)
	Presentation Team Finals (ML)
	Presentation Team Finals (S)
	User Experience Design Team Finals (S)
	Video Production Team Finals (ML)
	Visual Design Team - Finals (ML)
	Visual Design Team - Finals (S)
	Website Design Team Finals (ML)
	Website Design Team Finals (S)
12:30 p.m.-1:30 p.m.	Business Law & Ethics (S/PS)
12:30 p.m.-2:30 p.m.	Advanced Office Systems & Procedures (S/PS)
	Word Processing (ML)
12:30 p.m.-3:30 p.m.	Advanced Desktop Publishing (S/PS)
	Fundamental Spreadsheet Applications (S/PS)
3:00 p.m.-4:00 p.m.	Financial Literacy (ML)

	Medical Coding (S/PS)
3:00 p.m.-4:00 p.m.	MIS Event Finals - Section 1 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration & Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>
3:00 p.m.-5:00 p.m.	Payroll Accounting (S/PS)
	SQL Database Fundamentals (S/PS)
4:30 p.m.-5:30 p.m.	MIS Event Finals - Section 2 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration & Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>
6:00 p.m.-7:00 p.m.	MIS Event Finals - Section 3 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration & Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>

SATURDAY, MAY 9

SATURDAY GENERAL EVENTS

6:00 a.m.-12:00 p.m.	Competitive Events Headquarters
7:30 a.m.-9:00 a.m.	BPA National Showcase Set-up
8:00 a.m.-12:00 p.m. (Last exam at 11:00 a.m.)	Certiport Open Certification Lab
8:00 a.m.-12:00 p.m. (Last exam at 11:00 a.m.)	YouScience Open Certification Lab
8:00 a.m.-12:00 p.m.	Conference Headquarters
	Finance Desk
	Tour Desk
	Registration/Information Desk
9:00 a.m.-10:00 a.m.	National Showcase Business Panel <i>All National Showcase competitors are required to attend</i>

9:00 a.m.-12:00 p.m.	Leadership Passport Certificate Pick-up
10:00 a.m.-12:00 p.m.	Ready to Launch: Chapter Leader Academy
	National Showcase Contest Review - <i>Drop in to review the event of your choice</i>
10:00 a.m.-12:30 p.m.	BPA National Showcase V01 Virtual Multimedia & Promotion Individual V02 Virtual Multimedia & Promotion Team V03 Software Engineering Team V04 Web Application Team V05 Mobile Applications V06 Promotional Photography V07 Cybersecurity - Digital Forensics V08 Start-up Enterprise Team V09 Financial Portfolio Management Team V10 Virtual Branding Team V11 2D Animation Team V12 Social Media Marketing Campaign Team V13 Esports Team - Pilot V14 Ethical Leadership & Decision Making Team V15 Virtual Interview & Digital Portfolio Design - Pilot
10:00 a.m.-9:00 p.m.	BPA Mall
12:30 p.m.-1:00 p.m.	National Showcase Best in Show Awards

2:00 p.m.-4:00 p.m.	Postsecondary Division Awards Session Finale <i>Awards will be presented in alphabetical order. Doors open at 1:30 p.m.</i>
5:00 p.m.-6:15 p.m.	Middle Level Divisions Awards Session Finale <i>Awards will be presented in alphabetical order. Doors open at 4:30 p.m.</i>
7:00 p.m.-9:00 p.m.	Secondary Divisions Awards Session Finale <i>Awards will be presented in alphabetical order. Doors open at 6:30 p.m.</i>
8:30 p.m.-11:30 p.m.	BPA Night at Dave & Buster's <i>*Tickets required.</i>
Midnight	Curfew (Secondary & Middle Level)

SUNDAY, MAY 10

SUNDAY GENERAL EVENTS

7:00 a.m.-11:00 a.m.	NLC Award Pick-up (final opportunity)
7:30 a.m.-8:30 a.m.	Board of Trustees Meeting
8:00 a.m.-9:00 a.m.	New Executive Council Orientation
9:00 a.m.-11:00 a.m.	Corporate Meeting
11:00 a.m.-12:00 p.m.	New Board of Trustees Meeting



GAIN EXPERIENCE THAT MAKES AN IMPACT

JOIN THE SOCIAL IMPACT LEADER OF TOMORROW CHALLENGE

BUILD YOUR RÉSUMÉ. BETTER THE WORLD.

Presented by the National Pediatric Cancer Foundation (NPCF), the **Social Impact Leader of Tomorrow Challenge** invites BPA members to design their own **NPCF-branded fundraising campaign**—combining creativity, leadership, and heart to fund research for less toxic, more targeted treatments for kids battling cancer.

Gain **hands-on experience** in project planning, marketing, and teamwork, all while supporting a mission to **save the lives of pediatric cancer warriors**.

Top-performing teams will earn travel stipends to attend **BPA's 2027 National Leadership Conference in Denver, CO.**

LEARN MORE



Vincent
Rhabdomyosarcoma



Learn more at nationalpcf.org/bpa or email **Jennifer Kenny** at JKenny@nationalpcf.org



Novi Community School District Field Trip Permission Form

Teacher/Sponsor: Hallie Smith

Destination: BPA NLC - Nashville, TN **Field Trip Date:** 05/05/26

Departure Time: 07:00 **Return Time:** 17:30

Transportation By (must select one of the boxes below for approval):

Bus **Parent-driving own child(ren)** **Other**

Student Name:Parent/Guardian Name:

Parent/Guardian Phone #:

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone #: **Student Cell #:**

Parent/Guardian Approval:

I have reviewed the above teacher comments and hereby grant permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

Parent Signature **Date**

Student: Return completed form to your field trip sponsor by: 04/07/26

Trip Sponsor: Provide anticipated attendance list to attendance office before your trip, and completed forms upon your return.