How to Become a Pennsylvania Technology Student Association Chapter Advisor

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INTRODUCTION

To All Prospective Pennsylvania TSA Advisors:

Thank you for your interest in the Technology Student Association. This packet was created as a brief guide to becoming an advisor and running a chapter of Pennsylvania TSA. A TSA chapter can be greatly rewarding to its members, its school and its advisor(s). Although being an advisor is a commitment, it is also an enjoyable way of providing opportunities to students as they develop passion and skills. TSA fosters Science, Technology, Engineering and Mathematics (STEM) education through personal growth, teamwork, leadership and opportunities in Technology, Innovation, Design and Engineering (TIDE). Members apply and integrate science, technology, engineering and mathematics concepts for the challenges of a dynamic world through co-curricular activities, problem solving, competitive events and related programs resulting in academic development and endless possibilities in our global society.

One goal of Pennsylvania TSA is to help new chapters get started and to communicate with students and advisors throughout the year. Please feel free to contact any state officer, or a current Pennsylvania TSA chapter advisor, if you or your students have any questions or need help.

Mr. Dennis Gold, Pennsylvania TSA State Facilitator and the Pennsylvania TSA state officers are available for contact, as well. The state officers are a team of eight elected students who lead the organization, communicate with other TSA members, organize activities, conduct fundraisers at the state conference and write the PA-POST (the Pennsylvania TSA newsletter). The e-mail addresses of the state officers are available on the Pennsylvania TSA website, (see the CONTACT INFORMATION section of this packet).

We hope this packet is useful as you make your decision to form a new Pennsylvania TSA chapter.

RESOURCES AND INFORMATION

Please refer to the following sources for additional information concerning the Technology Student Association, TSA competitive events and conducting your school's own TSA chapter:

- **www.tsaweb.org** — the National TSA website
- **www.patsa.org** — the Pennsylvania TSA website
- TSA Leadership Booklet is available on the Pennsylvania TSA Website
- TSA Chapter Program Kit — distributed to all new chapters via download from National TSA
- TSA Competitive Events Guide (Middle or High School) – these contain rules and regulations for competitive events sent from National TSA
- Pennsylvania TSA Only Events — Pennsylvania TSA conducts a number of competitive events which do not take place at the National Conference. This rule book contains rules and regulations for these events and is available at **www.patsa.org** in the **Conferences & Events** section**.**

Pennsylvania TSA is committed to helping new advisors. To help you get started, please contact your Regional Coordinator listed at **www.patsa.org** in the **Contacts** section. Then pick the region you are in. The regional web pages are listed at **www.patsa.org** then in the conference and events section, then regional conference. There is a map showing the regions in Pennsylvania. The coordinator is listed at the top left of the page. They will help you get a mentor along with Dennis Gold.

ORGANIZING A CHAPTER AT YOUR SCHOOL

The best way to recruit students for your chapter is to introduce your classes to TSA and invite them to an introductory meeting. It only takes one interested student to start spreading the word and providing motivation to other students. Other membership ideas, as well as flyers and posters, are available on-line and in the Chapter Program Kit.

Once a group of students is involved, officers may be appointed or elected.

Allowing students to assume leadership roles and training them to run the chapter is a great learning experience for the students. As students take ownership of the chapter, they will also help it expand, become more successful, and implement new ideas. Possible officer positions are: President, Vice President, Treasurer, Secretary, Reporter, Sergeant-at-Arms, Parliamentarian, Historian and Past President.

Students should find ways to raise money for dues, supplies, travel, food and hotel expenses for conferences. In addition to fundraisers in the school and neighborhood, students could seek sponsorship from your school or from community businesses. If your school district receives Perkins funding, that is also a possible source.

Competitive Events

TSA conferences surround more than 40 competitive events each at the middle and high school levels. Near the beginning of the school year, students in your chapter should choose events and begin learning, researching, and preparing their projects. A list of these national events and brief descriptions can be found on **www.tsaweb.org**. The TSA Competitive Events Guides (Middle and High School) contains the rules and regulations. Rules for an additional set of Pennsylvania-only events, which are not held at the national level, can be found on **www.patsa.org**. Regional conference events are listed on their web pages.

Keep in mind that the regional, state, and national conferences each have their own limits to the number of individual and groups from a given chapter who can participate in each event. At the state and national conferences, some events require students to have qualified at the previous level before they can compete. A list of entry limits and qualification requirements for the state and national levels is located at **www.patsa.org**. Be sure to prepare a list of students and their chosen events before registering for a conference.

Dues and Registration

In order to participate in TSA competitions, a chapter must affiliate on the national and state levels. You can affiliate with the national and state organizations through the "JOIN TSA" tab at **www.tsaweb.org**. You may choose to pay individual dues per student and per advisor or the CAP chapter fee, which allows you to

register an unlimited number of members per school building. Once you register with National TSA you will receive a chapter number and password for National TSA. Pennsylvania TSA has their own registration system called iServices. You will receive an additional Pennsylvania chapter number and password for this system. It is important that you input all appropriate contact information.

Finally, sign up for the advisor mailing lists on **www.tsaweb.org** and **www.patsa. org** in order to receive important updates.

Pennsylvania TSA Board of Directors and PA-TSA Regional Representatives

Starting in the fall, there are a number of meetings for advisors. Pennsylvania TSA is divided into nine regions, which each have representatives — their contact information is listed on **www.patsa.org** in the contacts tab and also on the regional web pages. When you are starting a chapter, contact your regional representative, who will help you get started.

Conferences

Chapters are able to attend three TSA conferences each year. The advisor must register the chapter and sign up for events at each conference ahead of time. When you register for each conference, you will need a definite list of students and the events in which they will compete. Each conference also has its own permission slips and fees for each student.

Regional Conference: Each of the nine Pennsylvania-TSA regions holds a one-day competition in February or March. The regional competitions do not host every competitive event, and many of the events are qualifiers for the state-level competition. Advisors register for the conference through iServices, and the conference usually costs each student about $10.

State Conference: The state conference is held at Seven Springs Resort, PA, in April. This four-day conference hosts every national and state-only competitive event as well as special interest sessions for students and teachers. Details about registration, all paperwork, and a list of deadlines are available at **www.patsa. org** in the **Conferences & Events** section. Chapter registration for competitive

events takes place through iServices. Reservation forms and fees must be sent to the hotel (Seven Springs Resort). The hotel costs are approximately $300 per attendee, which covers seven meals and three nights lodging at the Seven Springs Resort. There is an additional conference registration fee of approximately $50. Finally, permission slips and release forms are mandatory for every student.

National Conference: This takes place at the end of June in a different city each year. Chapters must register on **www.tsaweb.org** and make reservations for the hotel — the earlier you make reservations, the better. The conference registration fee and hotel room costs do not include meals. The location of the National TSA Conference may be found at **www.tsaweb.org/National-Conference**.

Bucknell University Leadership Conference: This is a student leadership training conference as well as an important Board of Directors meeting held in July. The Board of Directors members and state officers attend. All Pennsylvania TSA members are invited to the conference. Information and registration forms are posted on **www.patsa.org** after the state conference.

Technology Education and Engineering Association of Pennsylvania (TEEAP) and International Technology and Engineering Educators Association (ITEEA) conferences: These conferences for are held in November and spring respectively by the professional organizations of technology educators. Attendance is not required for TSA advisors, but it is highly encouraged. See **www.teeap.org** and **www.iteea.org** for more information.

OTHER NOTES

Pennsylvania TSA also holds the Pennsylvania Society for Biomedical Research Essay Contest.

Those attending a TSA conference must follow the dress code. During business meetings and certain competitive events, business attire is required.

Official TSA attire, required for the Chapter Team event, consists of:

Blazer: navy blue with official TSA patch (unnecessary for any other event)

Tie: scarlet red imprinted with official TSA logo (for males and females)

Shirt or Blouse:	official blue TSA dress shirt
Pants or skirt:	light gray
Dark socks:	males only (black or dark blue)
Shoes:	black dress shoes (UNACCEPTABLE: athletic shoes or work boots)
Sandals:	females only may wear black open toe shoes or sandals

Official apparel/items (official ties, patches, etc.) may be ordered from the National TSA store tab (**SHOP TSA STORE**) located near the bottom of the right column of **www.tsaweb.org.**

In addition to the competitive events, the state conference program includes special interest sessions for student and teachers, games and an athletic contest called Iron Man. The resort has a swimming pool, arcade and bowling alleys as well — plenty of learning and fun for off-time during the conference.

It is the duty of the student PA-TSA Vice-President, (**vice_president@patsa. org)** to assist with membership. Feel free to contact this state officer in order to assist your students in learning about Pennsylvania and National TSA.

CONTACT INFORMATION

Mr. Dennis Gold is the Pennsylvania TSA Facilitator and State Advisor. Part of his duties includes assisting new chapters. He may be contacted to answer questions about TSA, becoming an advisor or the registration process. His contact information is on the front cover of this packet.

The Pennsylvania TSA State Officers may be contacted with requests, questions and suggestions at: **www.patas.org**, then under the **For Students** tab**.**

The Pennsylvania Technology Student Association Board of Directors may also be contacted at: **www.patsa.org**, then under the **Contacts** tab.

A special "Thank You" for his help in the creation of this packet goes to Daniel Zollman, 2007-2008 Pennsylvania-TSA Vice President.