

# Tennessee Technology Student Association



## Chapter Management Guide 2015-16



Hello TSA Advisors,

I am very excited to say, “Hello,” and welcome to the 2015-16 school year! As your new TSA state advisor, I am looking forward to helping you provide productive, challenging, and fun opportunities for your chapters.

The purpose of this guide is to make your life as a TSA chapter advisor easier. Included in this guide are a multitude of resources, forms, printable calendars, procedural changes, and the instructions for completing affiliation and registration. Additionally, you will find important planning information for upcoming conferences and events. Supplemental information and updates will be sent closer to each conference. Please carefully review all conference-related information contained in this guide, as well as in the updates, prior to contacting your regional coordinator with questions. Although the 2016 TSA National Conference will be in our own backyard at the Gaylord Opryland Resort in Nashville, Tennessee, most of the information is not yet available. You can expect to get more information on the 2016 TSA National Conference as the date approaches. It is also recommended that you check the Tennessee TSA website on a regular basis, as all information and updates are posted to the website immediately upon release. We want to ensure you have the most up-to-date information and are aware of any changes.

You can print this document or save it on your computer and return to it when questions arise. Hyperlinks to forms and other information are available when using the electronic version of this document, and are also available on the Tennessee TSA website under, “Advisor Resources.” I hope this guide provides you with a stress-free experience and provides immediate answers to your questions related to upcoming conferences and activities.

Thank you very much for your cooperation and for all of your hard work in making the 2015-16 TSA year a successful experience for your students.

Sincerely,

Pamela Grega  
CTE Specialist TSA/HOSA



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## Updates/Changes for 2015-16

### **Competitive Event Updates**

Please remember that guidelines have been shifted to an online format rather than individual discs. The guidelines will be available to advisors online once your chapter affiliation is complete. **Please remember that these guidelines are copyrighted material and should never be posted on a school website unless the site is password protected.** This will ensure that you are not in violation of the copyright and that only the students who are affiliated members of your chapter are able to access them.

### **Information for Bookkeepers**

Please print the Tennessee TSA Bookkeeping Information sheet found on page 9. Please ensure that you give your bookkeeper our correct address:

Division of College, Career and Technical Education  
11<sup>th</sup> Floor, Andrew Johnson Building  
710 James Robertson Parkway, Nashville, TN 37243

### **VEX Robotics**

**All teams must be officially registered with VEX Robotics Competitions (VRC) in order to compete at the 2016 Tennessee TSA State Conference and 2016 TSA National Conference.** For information and instructions regarding registering your team(s), please visit [www.robotevents.com](http://www.robotevents.com). Your registration includes a welcome kit and additional resources. Additional tournament dates and locations are also available for those teams wishing to compete in additional events (aside from the TSA State Conference).

### **Additional Student Opportunities at Regional/State Conferences**

Tennessee TSA is working to provide additional opportunities for students who attend regional conferences (i.e., interest sessions, guest speakers).

### **Electronic Event Submission**

Several of our competitive events require online submission prior to arriving onsite at the conference. The instructions for submission, listed in the competitive event guidelines, are for submission on the national conference level only. The deadlines for submission at the regional and state levels of competition can be found on page 26 (regional) and page 30 (state). It is the responsibility of each chapter advisor to provide students with this submission information prior to regional and state conferences. Please note that the email addresses listed in the national TSA event guidelines are not monitored year-round, and they will NOT forward these event submissions to the state advisor.

### **Tennessee TSA Release Form**

In an effort to consolidate the number of forms required for each participant at all Tennessee TSA events, a [Tennessee TSA Release Form](#) has been created.

- This two-sided release form includes the following: medical liability release, publicity release, and code of conduct.
- Please note that this form does not replace any forms required by your school or school system.

A TSA Release Form must be completed by all students, advisors, and other guests attending events with a chapter. All advisors are responsible for maintaining a record of completed and signed release forms for all students participating in the Tennessee TSA and all of its events. You can find the Tennessee TSA Release Form [here](#). Please make sure each form is properly filled out and you have them in your possession at all events in which your students participate. Please make sure of the following before accepting forms from students:

- Check both sides of each form to ensure that each is completely filled out and includes all required signatures.
- Please ensure that all names are legible.

### **Advisor Assignments**

We appreciate your willingness to assist in ensuring that all students are provided with a high-quality TSA experience. To that end, all advisors who attend regional, state, and national conferences are given a work assignment. Without your expertise and guidance, our competitive events and other activities would not be a success. Certificates documenting your hours of service will be provided for your records. The suggested advisor to student ratio is one adult for every 10 students. Please be sure to take this into account when making your field trips plans (i.e., adequate number of chaperones).



## Updated Tennessee TSA Bookkeeping Information

(Please print and give this sheet to your school bookkeeper.)

### Accounting Codes

In order to ensure that your payment is processed correctly, the appropriate accounting code (based on the conference/event) must appear in the memo line of the check when mailed to Tennessee TSA.

2015-16 Tennessee TSA Accounting Codes	
Conference/Event	Accounting Code
Leadership Camp	TSA - 3000
East Tennessee Regional Conference	TSA - 4000
Middle Tennessee Regional Conference	TSA - 4010
West Tennessee Regional Conference	TSA - 4020
State Conference	TSA - 5000

### Mailing Address:

Tennessee TSA  
 Attention: Pamela Grega  
 710 James Robertson Parkway  
 11<sup>th</sup> Floor, Andrew Johnson Tower  
 Nashville, TN 37243

### Invoices/Receipts:

Please see below for additional instructions regarding invoices and receipts.

- A copy of the registration invoice must be included with your check in order to be processed.
- Payments will not be reflected in the online system. You will receive a receipt via email from Mechelle Webster once your payment has been processed. Please contact Mechelle Webster at [Mechelle.Webster@tn.gov](mailto:Mechelle.Webster@tn.gov) with any questions related to receipts.



## Chapter Advisor Responsibilities

- Be committed to each student, welcome the diversity, and be a positive role model in actions and deeds.
- Be knowledgeable of educational initiatives and how TSA fits the needs and opportunities provided by those initiatives. Communicate this information to appropriate individuals and groups.
- Be knowledgeable about TSA, including goals, mission, structure, conferences, deadlines, and bylaws.
- Carefully read and save all emails and information from the Tennessee and national TSA offices.
- Closely follow all state and national TSA deadlines and directions. Set your chapter deadlines early to allow time for changes and corrections.
- Collect membership dues promptly at the beginning of the year to ensure members will be able to take advantage of all the opportunities TSA affords its members.
- Remember that your chapter must be affiliated before you can register for any TSA activities/conferences!
- Oversee the keeping of records and finances for all activities.
- Keep school board and administration, local businesses, community, parents, teachers, school staff, and local media informed of chapter activities.
- Establish a link between the local chapter and the business community.
- Remember that chapter activities are student-centered and TSA is a student-led organization.
- Empower your students to run your chapter and to share the responsibility.
- Positively assume that chapter activities will be successful. Know that chapter activities are excellent teaching/learning tools. Show enthusiasm!
- Work with students and other chapter advisors at your school to ensure the accuracy of all conference registrations.
- Establish basic ground rules and high expectations that help students lead themselves.
- Keep chapter members informed of TSA deadlines and activities at the local, regional, state, and national levels.
- Provide training for chapter officers. Clearly define officer responsibilities and expectations.
- Provide leadership development experiences for all members.
- Assist chapter officers in developing a meaningful program of work and a calendar of events for your chapter.
- Encourage members to participate in all levels of TSA.
- Recognize outstanding members for their dedication, hard work, and achievements.
- Enjoy your role of mentor. You provide opportunities for students to develop positive self-images and become productive citizens.

## Quick Links

*Click on the links below, or copy and paste the website address into your browser.*

<b>Tennessee TSA Website</b>	<a href="http://www.tntsa.org">www.tntsa.org</a>
<b>National TSA Website</b>	<a href="http://www.tsaweb.org">http://www.tsaweb.org</a>
<b>Advisor Resources</b>	<a href="http://www.tntsa.org/advisor-resources.html">http://www.tntsa.org/advisor-resources.html</a>
<b>Calendar of Events</b>	<a href="#">Calendar of Events</a>
<b>Career Information</b>	<a href="http://www.tntsa.org/post-secondary--career-readiness.html">http://www.tntsa.org/post-secondary--career-readiness.html</a>
<b>Chapter Affiliation System</b>	<a href="https://www.registermychapter.com/tsa/nat/AffLogin.aspx">https://www.registermychapter.com/tsa/nat/AffLogin.aspx</a>
<b>Competitive Event Updates &amp; Clarifications</b>	<a href="http://www.tsaweb.org/Updates-and-Clarification">http://www.tsaweb.org/Updates-and-Clarification</a>
<b>Competitions</b>	<a href="http://www.tsaweb.org/Competitions">http://www.tsaweb.org/Competitions</a>
<b>Dress Code</b>	<a href="http://www.tntsa.org/dress-code.html">http://www.tntsa.org/dress-code.html</a>
<b>Membership Benefits</b>	<a href="http://tsaweb.org/Why-Join-TSA">http://tsaweb.org/Why-Join-TSA</a>
<b>National TSA Bylaws</b>	<a href="http://tsaweb.org/TSA-Bylaws">http://tsaweb.org/TSA-Bylaws</a>
<b>National TSA Directory</b>	<a href="http://tsaweb.org/TSA-Directory">http://tsaweb.org/TSA-Directory</a>
<b>National Service Project</b>	<a href="http://tsaweb.org/National-Service-Project">http://tsaweb.org/National-Service-Project</a>
<b>Regional Conference Registration</b>	<a href="https://webportal.registermychapter.com/">https://webportal.registermychapter.com/</a>
<b>State Conference Registration</b>	<a href="https://webportal.registermychapter.com/">https://webportal.registermychapter.com/</a>
<b>State Officer Candidate Information</b>	<a href="#">State Officer</a>
<b>Tennessee Department of Education, CTE</b>	<a href="https://www.tn.gov/education/section/career-and-technical-education">https://www.tn.gov/education/section/career-and-technical-education</a>
<b>Tennessee TSA Bylaws</b>	<a href="http://www.tntsa.org/tennessee-tsa-bylaws.html">http://www.tntsa.org/tennessee-tsa-bylaws.html</a>
<b>Tennessee TSA Scholarship Applications</b>	<a href="#">State Officer</a>
<b>TSA Advisor Toolkit</b>	<a href="http://tsaweb.org/Advisor-Toolkit">http://tsaweb.org/Advisor-Toolkit</a>
<b>TSA Logos &amp; Trademark Policy</b>	<a href="http://tsaweb.org/Trademark-Policies">http://tsaweb.org/Trademark-Policies</a>

# ***TSA Contact Information Directory***





## 2015-16 TSA Contact Information Directory

### Pamela Grega

#### CTE Specialist TSA/HOSA

11<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

Email: [Pamela.Grega@tn.gov](mailto:Pamela.Grega@tn.gov)

Website: [www.tntsa.org](http://www.tntsa.org)

Phone: (615) 532-6270

Fax: (615) 532-8226



### National TSA Office

1914 Association Drive  
Reston, VA 20191-1540

Website: <http://www.tsaweb.org>

Email: [general@tsaweb.org](mailto:general@tsaweb.org)

Phone: (703) 860-9000

Toll Free: (888) 860-9010

Fax: (703) 758-4852



## 2015-16 Regional Coordinators

In an effort to provide additional support and more immediate assistance, regional coordinators are assigned for each region. Their primary functions are to provide an additional layer of support for advisors, provide assistance with issues/questions related to conferences, assist with the planning and facilitation of regional conferences, and create a higher-quality experience for students. Please contact your assigned regional coordinator (see below) for assistance.

<b>East Tennessee</b>	<b>TBD</b>
<b>Middle Tennessee</b>	<b>TBD</b>
<b>West Tennessee</b>	<b>TBD</b>

### All curriculum questions should be directed to:

#### **Deborah Knoll**

*STEM, Manufacturing, IT Career Consultant*  
(615) 532-2844

[Deborah.Knoll@tn.gov](mailto:Deborah.Knoll@tn.gov)

#### **Rachel Allen**

*Architecture & Construction, Arts, A/V Technology & Communications, Transportation, Distribution, & Logistics Career Consultant*

(615) 532-2835

[Rachel.Allen@tn.gov](mailto:Rachel.Allen@tn.gov)

## 2015-16 Tennessee TSA State Executive Council



### President

Blake McKinney

**Email:**

[Blake.McKinney@tntsa.org](mailto:Blake.McKinney@tntsa.org)



### Vice President

Hannah Pope

**Email:**

[Hannah.Pope@tntsa.org](mailto:Hannah.Pope@tntsa.org)



### Treasurer

Simon Jolly

**Email:**

[Simon.Jolly@tntsa.org](mailto:Simon.Jolly@tntsa.org)



### Secretary

Shailey Shah

**Email:**

[Shailey.Shah@tntsa.org](mailto:Shailey.Shah@tntsa.org)



### Reporter

Preston Nicely

**Email:**

[Preston.Nicely@tntsa.org](mailto:Preston.Nicely@tntsa.org)



### Sgt. at Arms

Hannah Selph

**Email:**

[Hannah.Selph@tntsa.org](mailto:Hannah.Selph@tntsa.org)



# *Chapter Affiliation Instructions*





## **Membership Dues**

**Chapter advisors should mail membership dues for their chapter to National TSA** (address below) with a copy of the affiliation invoice (available through the online affiliation system).

National TSA  
1914 Association Drive  
Reston, VA 20191-1540

Students must be official TSA members (their names must appear on their chapter membership roster) in order to register for the conferences and events listed below. **We are not able to open up the registration system for those chapters whose registration payment has not been processed by National TSA.** It is important that you mail your affiliation check to National TSA **two to three weeks prior** to the conference registration deadlines for each of these events:

- Leadership Camp
- Regional Conference
- State Conference
- National Conference

## **CAP Affiliation Program**

TSA offers three curriculum-integrated membership programs. Each chapter chooses the program that works best for it.

### **Red Chapter Affiliation Program (Red CAP)**

A chapter affiliates up to 10 members by paying a flat fee. Additional members may be added during the year for a fee. The membership fee for Red CAP is \$150 (\$90 national dues plus \$60 state dues).

### **White Chapter Affiliation Program (White CAP)**

A chapter affiliates 11 or more members by paying a per member White CAP fee for state and national dues. The membership fee for White CAP is \$15 per member (\$9 national dues plus \$6 state dues).

### **Blue Chapter Affiliation Program (Blue CAP)**

A chapter affiliates an unlimited number of members in a school for a flat fee. This program is typically effective when there are more than 25 members. This option is popular in chapters where students rotate through a STEM class for a portion of the year, thereby enabling all students to be members. The membership fee for Blue CAP is \$600 (\$350 national dues plus \$250 state dues).

## **Instructions**

Please click [here](#) to view and print important affiliation instructions prior to beginning the affiliation process.

## **Champion Fund**

National TSA currently has funds available for eligible schools to pay for TSA membership (10 students and one advisor) for one year. The [Champion Fund](#) is made available through donations from individuals, schools, and businesses to provide membership funds to chapters that qualify.

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*Conference  
&  
Event Planning  
Information*





## TSA/HOSA LEADERSHIP CAMP

### “The Magic of Leadership”

#### General Information

##### Location/Date:

Camp Clements – Doyle, TN

Oct. 16-18, 2015

**Schedule:** Camp begins at 7 p.m. CST on Oct. 16 and will conclude at 11 a.m. on Oct. 18. Please arrange transportation accordingly. Due to scheduling, all attendees must arrive by 7 p.m. on Friday night.

**Registration Opens:** Sept. 8, 2015

**Registration Deadline:** Oct. 2, 2015

**Payment Deadline:** Oct. 9, 2015 (See below for details)

#### Important Registration Information

Registration Fee:	Deadline:	Send to:
<p><b>\$120 per person</b> (applies to all adults/students)</p> <p><b>Fee includes:</b> Two nights lodging, four meals, t-shirt, supplies/materials, and camp operating costs.</p>	<p>All fees must be <b>received</b> by the CTE Specialist for TSA on or before Oct. 9. This is not a postmark date.</p>	<p>Pamela Grega Tennessee TSA 11<sup>th</sup> Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243</p>
<p>For insurance reasons, Tennessee TSA requires that all those in attendance <b>MUST</b> be officially registered for camp in order to attend.</p>	<p>Payments will not be accepted onsite.</p>	<p>A copy of your invoice must be attached to <b>all</b> payments in order for payments to be processed, and <b>“TSA – 3000”</b> must appear in the memo line of the check.</p>

#### Required Forms

Required Forms:	Deadline:	Submission:
<ul style="list-style-type: none"> <li>○ <a href="#">Tennessee TSA Release Form</a></li> </ul>	<p>Oct. 9, 2015 (submitted via email)</p>	<ul style="list-style-type: none"> <li>○ For the 2015-16 school year, all advisors will be responsible for maintaining and having on file all release forms from each student in their respective chapters.</li> </ul>

## HOSA/TSA Leadership Camp Registration Advisor Checklist

- Registration takes place online through the chapter affiliation system on or before Oct 3. **No additions or changes will be accepted after Oct. 3.**
- Determine which students you will invite to attend the TSA/ HOSA Leadership Camp.
- Provide your students with all necessary conference information, including the cost and the [Tennessee TSA Release Form](#). You should then set a deadline for students to commit to attending.
- Locate your charter number and password to access conference registration. You will log in with the same charter number and password that you use to complete your chapter affiliation and select the conference registration option.
- Once you log in to the conference registration system, register the students, advisors, chaperones, and guests who will be representing your school.
- Check to ensure that you have selected the correct t-shirt size for each attendee. **The t-shirt order is taken directly from the registration system, and extra t-shirts will not be ordered.** Only those individuals who have a size indicated will receive a shirt.
- Print a copy of your chapter registration. Have each student/advisor that is registered check to ensure that they are properly registered and that his/her t-shirt size is correct.
- Carefully review your registration and make any necessary additions or corrections on or before the registration deadline.
- Submit your registration and print a copy of your invoice.
- Mail your payment and a copy of your invoice. **Note: "TOSA – 3000" must appear in the memo line of the check.** The mailing address can be found on page 9.
- Advisors must have all completed, easily accessible [Tennessee TSA Release Forms](#) in their possession while at camp.

### **Refund Policy**

Because supplies, materials, and space are ordered based on final registration numbers immediately following the registration deadline, Tennessee TSA is unable to provide refunds for students who decide not to attend after they are registered. **Schools will be responsible for paying for all attendees who appear on the chapter's registration invoice following the registration deadline.**

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## 2015-16 Tennessee TSA Regional Conferences

### General Information

Registration Opens:	Nov. 23, 2015
Registration Deadline:	Dec. 7, 2015
Late Registration Deadline:	Dec. 9, 2015
Payment Deadline:	Jan. 8, 2016

Region	Date	Location
East TN	Feb. 5	Roane State Community College, Harriman, TN
Middle TN	Jan. 27	Northfield Workforce and Development Center, Spring Hill, TN
West TN	Jan. 12	University of Tennessee, Martin, Martin, TN

Important Registration Information		
Registration Fee:	Deadline:	Send to:
<b>\$10 per person</b> (applies to all adults/students)	Jan. 8, 2016	Pamela Grega Tennessee TSA 11 <sup>th</sup> Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243
For insurance reasons, Tennessee TSA requires that all those in attendance <b>MUST</b> be officially registered for the conference in order to attend.	Payments will not be accepted onsite.	<p><b>Payments must include the following in order to be processed:</b></p> <ul style="list-style-type: none"> <li>• <b>East TN</b> - "TSA - 4000" printed in the memo line</li> <li>• <b>Middle TN</b> - "TSA - 4010" printed in the memo line</li> <li>• <b>West TN</b> - "TSA - 4020" printed in the memo line</li> <li>• A copy of your invoice</li> </ul>

Required Forms		
Required Forms	Deadline	Submission
<a href="#">Tennessee TSA Release Form</a>	Conference Date	<ul style="list-style-type: none"> <li>○ For the 2015-16 school year, all advisors will be responsible for maintaining and having on file all release forms from each student in their respective chapter.</li> </ul>

Electronic Event Submissions		
Regional Events	Deadline	Submission
Promotional Graphics Promotional Design	Dec. 15, 2015	<p><b>Send to:</b> <a href="mailto:Pamela.Grega@tn.gov">Pamela.Grega@tn.gov</a> (regional/state levels only)</p> <p><b>Note:</b> Subject line must include school name and participant number in order to be judged.</p>

### Affiliation

**You must be affiliated in order to register your chapter.** National TSA must process your payment in order for your affiliation to be complete. Please allow one to two weeks after mailing your payment for your affiliation to be processed and completed. **We are unable to not able reopen the system for those who are not yet affiliated.**

### Dress Code

The National TSA Dress Code can be found [here](#).

### Event Entries

Due to time constraints at regional conferences, students may compete in no more than three events. In an effort to provide as many students as possible with an opportunity to participate, the number of entries per event on the regional level may be higher than the state/national levels. Detailed information regarding which events will be held on the regional level, as well as the number of entries per chapter may be found beginning on page 59.

### Lunch

Information regarding lunch options/pricing will be provided by the regional coordinator or the CTE Specialist for TSA prior to the opening of registration for each regional conference.

## **Judges**

If you know of any industry professionals, parents, chaperones, or alumni who may be interested in judging, please send the following information to the CTE Specialist for TSA, Pamela Grega, at [Pamela.Grega@tn.gov](mailto:Pamela.Grega@tn.gov) as soon as possible:

- Name
- Profession / Job Title
- Event(s) they may be interested in judging
- Email addresses

## **Cancellations**

**It is important that you notify the CTE Specialist for TSA if any of your students decide that they will not compete in an event for which they were registered.** This will be important in securing the appropriate number and types of judges. We want to ensure that we protect the time of the professionals and volunteers who assist with judging our competitive events.

## **Refund Policy**

Because supplies, materials, and space are ordered based on final registration numbers immediately following the registration deadline, Tennessee TSA is unable to provide refunds for students who decide not to attend once registered. **Schools will be responsible for paying for all attendees who appear on the chapter's registration invoice following the registration deadline.**

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## Regional Conference Registration Checklist

- Complete the online affiliation process two to three weeks prior to the date you will need to access the registration system.
- Determine which students will compete at regional conference.
- Log in to the conference registration system and register the students, advisors, chaperones, and guests who will be representing your school. **Be sure to select the appropriate event(s) for each student.**
- Select the lunch ticket option (if applicable for your region) for each attendee who would like to purchase a lunch ticket.
- Print a copy of your registration and have your students check to be sure that they are registered for the correct competitive event(s).
- Carefully review your registration and make any necessary additions or corrections.
- Submit your registration and print a copy of your invoice.
- Mail your payment and a copy of your invoice. **Note: The correct accounting code must appear in the memo line of the check.** The mailing address can be found on page 9.
- Collect all completed [Tennessee TSA Release Forms](#). Ensure that you have all students' forms on file and present at your respective regional conference. You must be able to reference the release forms while at the regional conference. **Advisors must have a completed [Tennessee TSA Release Form](#) for each attendee, including themselves and other guests, to remain onsite.**
- Carefully review the TSA Dress Code with your students.
- Carefully review the competitive event guidelines and TSA General Rules for all events. **Pay close attention to any materials/equipment that must be provided by the students.** Tennessee TSA strives to prepare students to succeed on the state and national levels of competition; therefore, **no materials/equipment (including pencils) will be provided to students who do not bring them.** All competitive event rules and regulations will be closely followed.
- Check the National TSA website for any updates/clarifications of competitive events. These are posted periodically throughout the year. Please note that any changes made to the competitive events will be enforced at conference. It is the responsibility of advisors and students to check for updates on a regular basis.

### Refund Policy

Because supplies, materials, and space are ordered based on final registration numbers immediately following the registration deadline, Tennessee TSA is unable to provide refunds for students who decide not to attend after they are registered. **Schools will be responsible for paying for all attendees who appear on the chapter's registration invoice following the registration deadline.**

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## 2015-16 Tennessee TSA State Conference

### General Information

Chattanooga Convention Center

April 6-9 2016

<b>Registration Opens:</b>	Jan. 19, 2016
<b>Registration Deadline:</b>	Feb. 23, 2016
<b>Late Registration Deadline:</b>	Feb. 26, 2016
<b>Payment Deadline:</b>	Mar. 1, 2016
<b>Hotel Payment Deadline</b>	TBD

Registration Fees		
Traditional Attendees	Registration	Late Registration
Advisor	\$60.00	\$70.00
Chaperone	\$60.00	\$70.00
Guest/Family	\$60.00	\$70.00
State Officer	\$0.00	\$0.00
Student/Voting Delegate	\$60.00	\$70.00
Children 0-4 years	\$0.00	\$10.00
Children 5 years and up	\$60.00	\$70.00

**Note:** All schools are required to stay onsite at the conference hotel(s).

Important Payment Information		
<b>Registration Fees</b>	<b>Deadline:</b> TBD	<b>Send to:</b> Pamela Grega Tennessee TSA 11 <sup>th</sup> Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243  <b>Payments must include the following in order to be processed:</b> <ul style="list-style-type: none"> <li>• "TSA - 5000" printed in the memo line.</li> <li>• A copy of your invoice</li> </ul>
<b>Hotel</b>	<b>Deadline:</b> TBD	<b>Send to:</b> TBD

<b>Deadline &amp; Submission Information</b>		
<b>State Officer Candidate Application Submission Deadline</b>	<b>Deadline:</b> Must be received by the CTE Specialist for TSA on or before Jan. 31, 2016.	<b>Send to:</b> Pamela Grega Tennessee TSA 11 <sup>th</sup> Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243
<b>Scholarship Application Submission Deadline</b>	<b>Deadline:</b> Must be received by the CTE Specialist for TSA on or before Jan. 31, 2016.	
<b>Special Award Application Deadline</b>	<b>Deadline:</b> Must be received by the CTE Specialist for TSA on or before Jan. 31, 2016.	
<b>Bylaw Amendment Submission Deadline</b>	<b>Deadline:</b> Must be received by the CTE Specialist for TSA on or before Dec. 5, 2015.	
<b>Electronic Event Submissions</b> Video Game Design, Middle School	<b>Deadline:</b> March 5, 2016	<b>Send to:</b> <a href="mailto:Pamela.Grega@tn.gov">Pamela.Grega@tn.gov</a> (regional/state levels only) <b>Note:</b> Subject line must include school name and participant number in order to be judged.

### Optional Items

T-shirts and state pins will be available during online registration only. Pricing information will be released prior to the registration period. We are not able to accept cash payments; therefore, no items will be sold onsite.

### Leadership Sessions

The Tennessee TSA state officers will hold leadership development workshops for members during the conference. We strongly encourage students who are not involved in a competitive event during the time allotted for the leadership sessions to attend.

Advisor professional development sessions will also be offered throughout the conference. We strongly encourage all advisors to attend when available.

### Refund Policy

Because supplies, materials, and space are ordered based on final registration numbers immediately following the registration deadline, Tennessee TSA is unable to provide refunds for students who decide not to attend after they are registered. **Schools will be responsible for paying for all attendees who appear on the chapter's registration invoice following the registration deadline.**

### **Voting Delegates**

Each chapter should select two members to serve as the chapter's voting delegates. These students will vote in the election of the 2016-17 Tennessee TSA state officer team and on any proposed amendments to the Tennessee TSA Bylaws.

### **VEX Robotics**

Tennessee TSA will hold the VEX Robotics Competition on both the middle and high school levels at the 2016 Tennessee TSA State Leadership Conference. Additional information will be sent out prior to the opening of conference registration.

**All teams must be officially registered with VRC in order to compete at the 2016 Tennessee TSA State Leadership Conference and 2016 TSA National Conference.** Information regarding grants for **new teams** who have never competed will be available soon.

### **Additional Resources:**

- **Online Challenges:** <http://www.roboticseducation.org/online-challenges/>
  - **Scholarships:** <http://www.roboticseducation.org/for-participants/scholarships/>
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## State Advisor State Leadership Conference Checklist

- Provide your students with all necessary conference information (including cost) and set a deadline for students to commit to attending.
  - Determine in which competitive event(s) your students will compete.
  - Select two students who will serve as your chapter's voting delegates.
  - Log in to the conference registration system and register the students, advisors, chaperones, and guests who will be representing your school.
  - Check to ensure that you have correctly selected the following options for each attendee:
    - Competitive events (limit six per student)
    - Voting delegates (two per chapter)
    - T-shirt size (optional – additional charge applies)
    - State pin (optional – additional charge applies)
  - Print a copy of your chapter's registration invoice. Have all students/advisors who are registered check to ensure that they are properly registered for the correct events/activities and that the t-shirt size is correct. It is recommended that you have each attendee initial beside their names to indicate that the registration is correct.
  - Carefully review your registration and make any necessary additions or corrections on or before the registration deadline.
  - Submit your registration and print a copy of your invoice.
  - Mail your payment and a copy of your invoice. **Note: "TSA – 5000" must appear in the memo line of the check.** The mailing address can be found on page 9.
  - Make hotel reservations for your chapter.
  - Collect all completed [Tennessee TSA Release Forms](#). Ensure that you have all students' forms on file and present at your respective regional conference. You must be able to reference the release forms while at the regional conference. **You must have the [Tennessee TSA Release Form](#) in order for attendees to remain onsite.**
  - Carefully review the competitive event guidelines and TSA General Rules for all events. **Pay close attention to any materials/equipment that are to be provided by the students.** Tennessee TSA strives to prepare students to succeed on the state and national levels of competition; therefore, **no materials/equipment (including pencils) will be provided to students who do not bring them.** All competitive event rules and regulations will be closely followed.
  - Check the national TSA website for any updates/clarifications of competitive events. These are posted periodically throughout the year. Please note that any changes made to the competitive events will be enforced at conference. It is the responsibility of advisors and students to check for updates on a regular basis.
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Month		Important Dates and Deadlines To Remember
September	8 29	Registration opens for Leadership Camp opens Middle TN Regional Fall Leadership Conference (Bridgestone Arena – Nashville, TN)
October	2 2 6 9 16-18 23	West Tennessee Regional Fall Leadership Conference (Carl Perkins Civic Center– Jackson, TN) Deadline to register for the TSA/HOSA Leadership Camp East TN Regional Fall Leadership Conference (Chattanooga Convention Center – Chattanooga, TN) Deadline for Leadership Camp registration payments and forms to be received by Tennessee TSA TSA/HOSA Leadership Camp (Camp Clements - Doyle, TN) Deadline to register for STEM Night with the Nashville Predators <a href="#">here</a> .
November	8 23	STEM Night with the Nashville Predators Regional Conference registration opens
December	5 7	Deadline for proposed bylaw amendments to be received by the CTE Specialist for TSA Regional conference registration closes
January	12 27 19 31 31 31	West Tennessee Regional Conference, University of Tennessee, Martin, Martin, TN Middle Tennessee Regional Conference, Northfield Workforce and Development Center, Spring Hill, TN State conference registration opens State Officer Application due to the CTE Specialist for TSA Scholarship Application due to the CTE Specialist for TSA Special Award Application due to the CTE Specialist for TSA
February	5 23	East Tennessee Regional Conference, Roane State Community College, Harriman, TN State conference registration closes
March	1	State conference registration payment due
April	6-9	TSA State Leadership Conference, Chattanooga Convention Center, Chattanooga, TN
June/July	28- 2	TSA National Leadership Conference, Gaylord Opryland Resort and Convention Center, Nashville, TN



# *Tennessee TSA & National TSA Dress Codes*





## Tennessee TSA Modified Dress Code

### *(Regional/State Conferences Only)*

#### Overview

- Carefully review the Tennessee TSA Modified Dress Code (below) with your students. Be sure to share this information with parents.
- **A royal blue, button-down dress shirt and light gray pants/skirt will be required for ALL competitive events.** Please note that for regional/state conferences, students are **NOT** required to purchase the official TSA blue shirt, but must have a shirt of the same style/color.
- **Long-sleeved, royal blue, button-up dress shirts can be purchased from any retailer or thrift store for competition on the regional and state levels.** Those planning to attend the TSA National Conference will be required to purchase the official TSA blue shirt prior to the 2016 TSA National Conference.
- The navy blazer and TSA tie (*men only*) are only required for the Chapter Team event.
- **Tennessee TSA will enforce the national TSA General Sessions Dress Code** (see below) for all general sessions at the 2016 Tennessee TSA State Leadership Conference.

#### Modified Conference Attire Guidelines

##### **Competition Attire**

- **Shirt or blouse:** long-sleeved, royal blue, button-up shirt (does **not** have to have TSA logo or be purchased from the TSA Store)
- **Pants or skirt:** light gray
- **Shoes:** black dress shoes (unacceptable: athletic shoes, army/combat/work boots)
- **Sandals:** black, open-toe shoes or sandals (females only)
- **Blazer:** navy blue with official TSA patch (required only for Chapter Team event, but may be worn in addition to competition attire for any event)
- **Tie:** scarlet red, imprinted with official TSA logo (males only—required only for Chapter Team event, but may be worn in addition to competition attire for any event)

##### **General Session Attire**

- **Shirt or blouse:** button-up shirt with a turned down collar or a polo/golf shirt (royal blue shirt preferred but not required)
- **Dress pants or skirt:** (unacceptable: jeans, baggy pants, exterior pocket pants, shorts)
- **Socks:** black or dark blue (males only)
- **Shoes:** dress shoes or dress boots (unacceptable: athletic shoes, army/combat/work boots); females only may wear open-toe shoes or sandals

##### **Casual Attire**

- Same as general session attire (see above) **OR** appropriate t-shirts, shorts, or jeans
- Pajamas/swimwear should not be worn outside of the hotel room/pool areas.

**Conference attendees must wear official conference name badge at all times.**

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## National TSA Dress Code

*(Required for all TSA National Conference attendees)*

### Overview

- Carefully review the [National TSA Dress Code](#) with your students. Be sure to share this information with parents.
- The official TSA blue shirt and light gray pants/skirt will be required for ALL competitive events.
- The official TSA blue shirt can only be purchased from the [TSA Store](#), and it must have the red tag on the sleeve.
- If you purchased one of these shirts from the [TSA Store](#) and it is missing the red tag, you should [contact](#) them directly to arrange an exchange.
- It is very important that you order the blue shirt early enough to allow time for the order to be processed, shipped, and received

Contact the [TSA Store](#) for more information.





## OFFICIAL CONFERENCE ATTIRE GUIDELINES

### COMPETITION ATTIRE

- Shirt or blouse: official TSA shirt (royal blue, tie optional)
- Pants or skirt: light gray
- Socks: black or dark blue (males only)
- Shoes: black dress shoes (unacceptable: athletic shoes, army boots, combat, or work boots)
- Sandals: females only may wear black open-toe shoes or sandals

*Required for middle school or high school level Chapter Team only, but may be worn for other competitions if preferred by contestant:*

- Blazer: navy blue with official TSA patch
- Tie: scarlet red imprinted with official TSA logo (males only)



### GENERAL SESSION ATTIRE

- Shirt or blouse: button-up shirt with a turned down collar or a polo/golf shirt; however, the official TSA shirt (royal blue) is preferred (tie optional)
- Dress skirt or pants: (unacceptable: jeans, baggy pants, exterior pocket pants, shorts)
- Socks: black or dark blue (males only)
- Shoes: dress shoes or dress boots (unacceptable: athletic shoes, combat, or work boots); females only may wear open-toe shoes or sandals



### CASUAL ATTIRE

- Same as general session attire, OR appropriate t-shirts, shorts, or jeans.



Registrants must wear conference identification badges at all times.

***2015-16***  
***Middle School***  
***Competitive Event***  
***Descriptions***







<b>Middle School Competitive Events 2015-16</b>		
<b>Event</b>	<b>Description</b>	<b>Team or Individual</b>
<b>Biotechnology Design</b>	Participants conduct research on a contemporary biotechnology issue of their choosing, document their research, and create a display. The information gathered may be student-performed research or a re-creation or simulation of research performed by the scientific community. If appropriate, a model or prototype depicting some aspect of the issue may be included in the display. Semifinalist teams make a presentation and are interviewed about their topic.	<b>Team (Three Teams per state)</b>
<b>CAD Foundations</b>	Participants have the opportunity to demonstrate their understanding of CAD fundamentals as they create a two-dimensional graphic representation of an engineering part or object.	<b>Two individuals per state</b>
<b>Career Prep</b>	Participants conduct research on a selected technology-related career and use the knowledge gained to prepare a resume and cover letter, complete a job application, and participate in a mock interview. Click <a href="#">here</a> for the 2015-16 list of careers.	<b>One individual per chapter</b>
<b>Catapult Design</b>	Participants design and produce a working catapult that is adjustable and propels hollow plastic golf balls at a scoring target.	<b>Three teams of two individuals</b>
<b>Challenging Technology Issues</b>	Participants prepare and deliver an extemporaneous debate-style presentation with team members explaining opposing views of a current technology issue that has been selected onsite from a choice of three options.	<b>Three teams of two individuals per state</b>
<b>Chapter Team</b>	Participants demonstrate their understanding of parliamentary procedure relative to business meetings. Participants must successfully complete a written parliamentary procedure test in order to proceed to the semifinals, where they perform an opening ceremony, dispose of three items of business, and perform a closing ceremony within a specified time period.	<b>One team of six individuals per chapter</b>
<b>Children's Stories</b>	Participants create an illustrated children's story that will incorporate educational and social values. The story must revolve around the theme for a given year. This year's theme is, "The marine life of our oceans, lakes, rivers, and/or streams."	<b>One team</b>
<b>Community Service Video</b>	Participants create and submit a finished video that highlights their chapter's involvement with national TSA's service partner.	<b>One team</b>
<b>Construction Challenge</b>	Participants submit a display that documents the use of their leadership and technical skills to fulfill a community need related to construction. Semifinalists discuss their projects in a presentation and an interview.	<b>One team per chapter</b>

<b>Digital Photography</b>	Participants produce an album of color or black and white digital photographs that represent or relate to a chosen theme and place the album on a storage device for submission. Semifinalists produce a series of digital photographs taken at the conference site that have been edited appropriately for the onsite task. Click <a href="#">here</a> for the 2015-16 theme.	<b>Three individuals per state</b>
<b>Dragster</b>	Participants design, produce working drawings for, and build a CO2-powered dragster according to stated specifications and using only certain specified materials.	<b>Two individuals per chapter</b>
<b>Electrical Applications</b>	Participants take a written test of basic electrical and electronic theory. Semifinalists assemble a specific circuit from a schematic diagram using a provided kit, make required electrical measurements, and explain their solution during an interview.	<b>Two individuals per chapter</b>
<b>Environmental Engineering</b>	Participants conduct research on a posted environmental engineering topic, document their research, and develop a multimedia presentation on the topic. Semifinalists participate in a presentation and will be interviewed.	<b>One team</b>
<b>Essays on Technology</b>	Participants conduct research on specified subtopics of a broader technological area and, using the knowledge and resources gained through that research, write a comprehensive essay on the one subtopic that is designated onsite. Click <a href="#">here</a> for the 2015-16 topic/subtopics.	<b>Three individuals per state</b>
<b>Flight</b>	Participants study the principles of flight and design in order to fabricate a glider that stays in flight for the greatest elapsed time. Flight duration of the gliders and documentation of the design process are the primary elements of evaluation.	<b>Two individuals per chapter, one entry each</b>
<b>Forensic Technology</b>	Participants take a written test of basic forensic science theory to qualify as semifinalists. Semifinalists demonstrate their ability to use forensic technology and skills by collecting evidence from – and analyzing – a mock crime scene.	<b>One team of two individuals per chapter</b>
<b>Geospatial Technology</b>	Participants explore and gain an understanding of how geospatial data and related technology are used to prepare a profile of a geographic area of interest and solve a problem in a spatial context. Click <a href="#">here</a> for the 2015-16 design brief.	<b>One team of two to five members per chapter</b>
<b>Inventions and Innovations</b>	Participants investigate and determine the need for an invention or innovation of a device, system, or process, and then brainstorm ideas for a possible solution. Semifinalists make an oral presentation to a panel of judges who act as venture capitalist investors to persuade them to invest in the invention/innovation.	<b>One team of at least three individuals per chapter; one entry per team</b>
<b>Junior Solar Sprint</b>	Participants apply STEM concepts, creativity, teamwork, and problem-solving skills as they design, construct, and race a solar-powered model car.	<b>One team per chapter, one entry per team</b>

<b>Leadership Strategies</b>	Participants demonstrate leadership and team skills by preparing a presentation based on a selected challenge the officers of a TSA chapter might encounter.	<b>One team of three individuals per state</b>
<b>Mass Production</b>	Participants manufacture a marketable product related to the current year's theme. The team submits a documentation portfolio of the activities involved and three identical products made during the manufacturing process. The 2015-16 theme is a desk organizer that includes the TSA logo.	<b>One team of at least two individuals</b>
<b>Medical Technology Issues</b>	Participants conduct research on a contemporary medical technology issue of their choosing, document their research, and create a display. If appropriate, a model or prototype depicting an aspect of the issue may be included in the display. Semifinalists give a presentation.	<b>Three teams of at least two individuals per state</b>
<b>Microcontroller Design</b>	Participants develop a working digital device with real-world applications. Through multimedia presentation, product demonstration, and documentation, the team demonstrates in detail its knowledge of microcontroller programming, simple circuitry, product design, and marketing. The 2015-16 challenge is to create knowledge an educational toy for a preschool age child (2-4 years old).	<b>One team of three to five individuals per chapter</b>
<b>Prepared Speech</b>	Participants deliver an oral presentation that reflects the theme of the current year's national conference. The 2015-16 theme is, "Building a Legacy."	<b>One individuals per chapter</b>
<b>Problem Solving</b>	Participants use problem-solving skills to develop a finite solution to a stated problem given onsite.	<b>One team of two individuals per chapter</b>
<b>Promotional Marketing</b>	Participants design a three-part TSA Marketing Tool Kit that must include a national conference promotional poster, a state delegation fact sheet, and a chapter t-shirt design. Semi-finalists develop a solution to a problem provided on site.	<b>One individual per chapter, One entry per individual</b>
<b>STEM Animation</b>	Participants use computer graphic tools and design processes to communicate, inform, analyze and/or illustrate a topic, idea, subject, or concept. Semifinalists give a presentation.	<b>Three teams per state, one entry per team</b>
<b>Structural Engineering</b>	Participants apply the principles of structural design and engineering through basic research, design, construction, and destructive testing to determine the design efficiency of a structure. Semifinalists participate in an onsite problem.	<b>One team of two individuals</b>
<b>System Control Technology</b>	Participants develop a computer-controlled model solution to a problem provided onsite; typically, the problem is one from an industrial setting.	<b>One team of three individuals per state</b>
<b>Tech Bowl</b>	Participants are required to complete a written objective examination to qualify for the oral question/response, head-to-head team competition phase of the event.	<b>One team of three individuals per chapter</b>

<b>Technical Design</b>	Participants demonstrate the ability to use the technical design process to solve an engineering design problem.	<b>One team of two individuals per chapter</b>
<b>VEX Robotics</b>	Participants engage in science, technology, engineering, and mathematics (STEM) education through an exciting, head-to-head robotics contest that captures student attention and both enhances and allows them to use their skills in STEM areas. In addition, the competition complements the existing technology-related competitive events offered by TSA.	
<b>Video Game Design</b>	Participants develop, build, and launch an E-rated game that focuses on the subject of their choice. The game should be interesting, exciting, visually appealing, and intellectually challenging. The game and all required documentation will be evaluated pre-conference. Semifinalists participate in an onsite conference interview.	<b>One team of two to six individuals per chapter</b>
<b>Website Design</b>	Participants design, build, and launch a website that features the team's ability to incorporate the elements of website design, graphic layout, and proper coding techniques. Semifinalists participate in an onsite conference interview. Click <a href="#">here</a> for the 2015-16 design brief.	<b>One team of three to six individuals per chapter, one entry per team</b>

***2015-16***  
***High School***  
***Competitive Event***  
***Descriptions***





<b>High School Competitive Events 2015-16</b>		
<b>Event</b>	<b>Description</b>	<b>Team or Individual</b>
<b>Animatronics</b>	Participants demonstrate knowledge of mechanical and control systems by designing, fabricating, and controlling an animatronics device that will communicate, entertain, inform, demonstrate, and/or illustrate a topic, idea, subject, or concept. Sound, lights, and a surrounding environment must accompany the device.	<b>Team (Two to Six Students)</b>
<b>Architectural Renovation</b>	Participants develop a set of architectural plans and related materials for an annual architectural design challenge and construct a physical, as well as a computer-generated model, to accurately depict their design. Click <a href="#">here</a> for the 2015-16 design problem.	<b>Individual</b>
<b>Biotechnology Design</b>	Participants select a contemporary biotechnology problem that relates to the current year's published area of focus and demonstrate understanding of it through documented research, the development of a solution, a display, and an effective multimedia presentation. Click <a href="#">here</a> for the 2015-16 area of focus.	<b>Team (Two to Six Students)</b>
<b>Career Preparation</b>	Participants research technology-related careers designated by the Bureau of Labor Statistics, as falling in the top ten employment growth areas in the near future. As part of the research for the careers noted in the current conference year, students prepare a resume and cover letter for each career. Semifinalists participate in an onsite job interview related to one of the careers. Click <a href="#">here</a> for the 2015-16 list of careers.	<b>Individual</b>
<b>Chapter Team</b>	Participants take a written parliamentary procedures test in order to qualify for the semifinalist level of competition. Semifinalist teams perform an opening ceremony, dispose of three items of business, and perform a closing ceremony within a specified time period.	<b>Team (Six Students)</b>
<b>Children's Stories</b>	Participants create an illustrated children's story of artistic, instructional, and social value. The story must have a science, technology, engineering and mathematics (STEM) focus. It may be written in prose or poetry and take the form of a fable, adventure story, or other structure.	<b>Team or Individual (One to Six Students)</b>
<b>Computer-Aided Design (CAD) 2D, Architecture</b>	Participants create representations, such as foundation and/or floor plans, and/or elevation drawings, and/or details of architectural ornamentation or cabinetry.	<b>Two individuals per state</b>
<b>Computer-Aided Design (CAD) 3D, Engineering</b>	Participants create 3D computer model(s) of an engineering or machine object, such as a machine part, tool, device, or manufactured product.	<b>Two individuals per state</b>
<b>Computer Numerical Control (CNC) Production</b>	Participants design, fabricate, and demonstrate their ability to use a CNC machine to produce a device based on a problem posted on the TSA website. Click <a href="#">here</a> for the 2015-16 topics.	<b>Team (Two Students)</b>

<b>Debating Technological Issues</b>	Participants work together to prepare for a debate against a team from another chapter. Teams are instructed onsite to take either the pro or con side of a subtopic, which falls under a general topic that is designated annually. Click <a href="#">here</a> for the 2015-16 topic/subtopics.	<b>Team (Two Students)</b>
<b>Desktop Publishing</b>	Participants produce a portfolio containing a news release, a three-column newsletter, and a poster. Semifinalists work to solve an onsite problem demonstrating their abilities to use the computer to design and edit materials for in-house publication.	<b>Individual</b>
<b>Digital Video Production</b>	Participants develop a digital video/film that focuses on the current year's theme. Sound may accompany the film. Click <a href="#">here</a> for the 2015-16 theme.	<b>Team (Two to Six Students)</b>
<b>Dragster Design</b>	Participants design, produce working drawings for, and build a CO <sub>2</sub> -powered dragster.	<b>Individual</b>
<b>Engineering Design</b>	Participants work to design and fabricate a device that will meet the specific needs of a person with a disability. Through use of a model/prototype, display, and design notebook, participants document and justify their identified problem and solution, as well as the solution's impact on a member of their community and on society. Semifinalists justify and demonstrate the problem and solution in a timed presentation.	<b>Team (Three to Five Students)</b>
<b>Essays on Technology</b>	Participants write a synthesis essay to make insightful connections based on a current technological topic. Click <a href="#">here</a> for the 2015-16 topic/subtopics.	<b>Individual</b>
<b>Extemporaneous Speech</b>	Participants give a three to five minute speech 15 minutes after having drawn a card on which a technology or TSA topic for a speech is written. Immediately following their prep time, students give a three to five minute speech in front of a panel of judges.	<b>Individual</b>
<b>Fashion Design</b>	Participants research, develop, and create garment designs, garment mock-ups, and portfolios that reflect the current year's published theme. Semifinalists participate in an on-site event in which they present their potential garment designs to the judges. Click <a href="#">here</a> for the 2015-16 theme.	<b>Team (Two to Four Members)</b>
<b>Flight Endurance</b>	Participants analyze flight principles with a rubber band-powered model aircraft.	<b>Individual</b>
<b>Future Technology Teacher</b>	Participants research and select three accredited colleges or universities that offer technology education or engineering technology teacher preparation as a major. Each participant writes a one-page simulated college essay explaining why he/she wishes to become a technology education or engineering technology teacher and what would constitute success in the field. Participants also develop and present a lesson plan.	<b>Individual</b>



<b>Manufacturing Prototype</b>	Participants design and manufacture a prototype of a product (designated annually) and provide a description of how the product could be manufactured in a state-of-the-art American manufacturing facility. Click <a href="#">here</a> for 2015-16 product guidelines.	<b>Team (Two to Six Students)</b>
<b>Music Production</b>	Participants produce an original musical piece that is designed to be played during the national TSA conference opening or closing general session.	<b>Team (Two to Six Students)</b>
<b>On Demand Video</b>	Participants write, shoot, and edit a sixty-second video onsite at the conference.	<b>Team (Two to Six Students)</b>
<b>Photographic Technology</b>	Participants capture and process photographic and digital prints that depict the current year's published theme. Semifinalists participate in an onsite event in which they capture digital images and utilize multimedia software to prepare and develop a media presentation during the annual conference. Click <a href="#">here</a> for the 2015-16 theme.	<b>Individual</b>
<b>Prepared Presentation</b>	Participants deliver an oral presentation, which should include audio and/or visual enhancement, based on the theme for the current year's conference. Click <a href="#">here</a> for the 2015-16 theme.	<b>Individual</b>
<b>Promotional Graphics</b>	Participants develop and submit electronically a graphic design that can be used to promote participation in TSA-related interests. Click <a href="#">here</a> for the 2015-16 event options.	<b>Individual</b>
<b>SciVis</b>	Participants develop a visualization focusing on a subject or topic from one or more of the following areas: science, technology, engineering, or mathematics.	<b>Team (Two to Six Students)</b>
<b>Software Development</b>	Participants work as part of a team to participate in the development, debugging, and documentation of a software design project using freely available software development toolkits. Through a multimedia presentation and documentation, the team explains its knowledge of the software development process.	<b>Team (Two to Six Students)</b>
<b>Structural Design &amp; Engineering</b>	Participants work as part of a team to build a structure that is posted on the TSA website. The structure is destructively tested and assessed to determine design efficiency. Semifinalists work on a construction problem that is a variation of the posted design. Click <a href="#">here</a> for the 2015-16 theme.	<b>Team (Two Students)</b>
<b>System Control Technology</b>	Participants work as part of a team onsite to develop a computer-controlled model/solution to a problem, typically one from an industrial setting. Teams analyze the problem, build a computer-controlled mechanical model, program the model, explain the program and mechanical features of the model/solution, and write instructions for evaluators to operate the device.	<b>Team (Three Students)</b>

<b>Technical Sketching and Application</b>	Participants complete a written test in order to qualify for the semifinalist level of competition. Semifinalists must demonstrate their ability to solve onsite engineering graphics problems using standard drafting techniques.	<b>Individual</b>
<b>Technology Problem Solving</b>	Participants work together onsite to develop and create a solution to a problem using the limited materials provided and the tools allowed.	<b>Team (Two Students)</b>
<b>Transportation Modeling</b>	Participants design and produce a scale model of a vehicle that fits the annual design problem.	<b>Individual</b>
<b>VEX Robotics</b>	The TSA VEX Robotics Competition engages middle and high school students in science, technology, engineering, and mathematics (STEM) education through an exciting, head-to-head robotics contest that captures student attention, and both enhances and allows them to use their skills in STEM areas. In addition, the competition complements the existing technology-related competitive events offered by TSA at both levels of instruction.	<b>Team</b>
<b>Video Game Design</b>	Participants develop an E+10-rated game that focuses on the subject of their choice.	<b>Team (Two to Six Students)</b>
<b>Webmaster</b>	Participants (one team per chapter) are required to design, build, and launch a website that features their school's career and technology/engineering program, the TSA chapter, and the chapter's ability to research and present a given topic pertaining to technology. Semifinalists participate in an onsite interview to demonstrate the knowledge and expertise gained during the development of the website, with an emphasis on web design methods and practices, as well as their research for the annual design topic. Click <a href="#">here</a> for the 2015-16 design brief.	<b>Team (Three to Five Students)</b>

# *Competitive Event Overviews*

**TENNESSEE**





## 2015-16 Middle School Competitive Event Overview

Event	Items to Check-In	Preliminary Round	Semifinal Round
Biotechnology Design	x	Judging	Interview
CAD Foundations		Presentation	Presentation
Career Prep	x	Judging	Interview
Catapult	x	Safety Inspection/Time Trials	Judging
Challenging Technology Issues		Presentation	Presentation
Children's Stories	x	Judging	Presentation
Chapter Team		Test	On-site Problem
Community Service Video	x	Judging	
Construction Challenge	x	Judging	Interview
Digital Photography	x	Judging	On-site Problem
Dragster	x	Safety Inspection/Time Trials	Judging
Electrical Applications		Test	On-site Problem
Environmental Engineering	x	Judging	Presentation
Essays on Technology	x	Develop Outline	Written Essay
Flight		Construction/Testing	Testing
Forensic Technology		Testing	On-site problem
Geospatial Technology	x	Judging	On-site Problem
Inventions and Innovations	x	Judging	Presentation
Junior Solar Sprint	x	Judging/Time Trials	Race
Leadership Strategies		On-site Problem	On-site Problem
Mass Production		Judging	Presentation
Medical Technology Issues	X	Judging	Presentation/Interview
Microcontroller Design		Judging	Presentation/Interview
Prepared Speech		Presentation	Presentation
Problem Solving		On-site Problem	
Promotional Marketing		Judging	
STEM Animation	x	Judging	Interview
Structural Engineering		Construction	Testing
System Control Technology		On-site Problem	
Tech Bowl		Test	Tournament
Technical Design		On-site Problem	
Video Game Design	x	Judging	Interview
Website Design	x	Judging	Interview

 - Pre-conference electronic event submission



2015-16 High School Competitive Event Overview			
Event	Items to Check-In	Preliminary Round	Semifinal Round
Animatronics	x	Judging	Presentation/Interview
Architectural Renovation	x	Judging	Interview
Biotechnology Design	x	Judging	Presentation
Career Preparation	x	Judging	Interview
Chapter Team		Test	On-site Problem
Children's Stories	x	Judging	Presentation/Interview
Computer-Aided Design (CAD) 2D, Architecture	x	On-site Problem	
Computer-Aided Design (CAD) 3D, Engineering	x	On-site Problem	
Computer Numerical Control (CNC) Production	x	Construction	Demonstration
Debating Technological Issues	x	Debate	Debate
Desktop Publishing	x	Judging	On-site Problem
Digital Video Production	x	Judging	
Dragster Design	x	Safety Inspection/Time Trials	Judging
Engineering Design	x	Judging	Presentation/Interview
Essays on Technology	x	Written Essay	
Extemporaneous Speech		Presentation	Presentation
Fashion Design	x	Judging	Runway/Interview
Flight Endurance	x	Testing	Judging
Future Technology Teacher	x	Judging	Presentation
Manufacturing Prototype	x	Judging	
Music Production	x	Judging	Interview
On Demand Video	x	On-site Problem	
Photographic Technology	x	Judging	On-site Problem
Prepared Presentation	x	Presentation	Presentation
Promotional Graphics		Judging	
SciVis	x	Judging	Interview
Software Development	x	Judging	Presentation/Interview
Structural Design and Engineering		Construction	Testing
System Control Technology		On-site Problem	Judging
Technical Sketching and Application		Test	On-site Problem
Technology Bowl		Test	Tournament
Technology Problem Solving		On-site Problem	
Transportation Modeling	x	Judging/Time Trials	Race
Video Game Design	x	Judging	Interview
Webmaster	x	Judging	Interview

 - Pre-conference electronic event submission





***2015-16***  
***Competitive Event***  
***Breakdown by***  
***Conference***





**2015-16 Middle School Competitive Event  
Breakdown by Conference**

<b>Event</b>	<b>Regional Conference</b>	<b>State Conference</b>	<b>National Conference</b>
Biotechnology Design		One Team	Three Teams per State
CAD Foundations		Two individuals	Two individuals per state
Career Prep	Two Individuals	One Individual	One Individual
Catapult	One Team	One Team	Three teams of two individuals per state
Challenging Technology Issues		One Team	Three Teams per State
Children's Stories		One Individual or Team	One Individual or Team
Chapter Team	One Team	One Team	One Team
Community Service Video		One Individual or Team	One Individual or Team
Construction Challenge			One Team per Chapter
Digital Photography	Two Individuals	One Individual	Three Individuals per State
Dragster	Three Individuals	Two Individuals	Two Individuals
Electrical Applications		Two Individuals	Two Individuals
Environmental Engineering		One Team	One Team
Essays on Technology	Two Individuals	One Individual	Three Individuals per State
Flight		Two Individuals	Two Individuals
Forensic Technology		One team of two individuals	One team of two individuals
Geospatial Technology		One Team	One Team
Inventions and Innovations	Two Teams	One Team	One Team
Junior Solar Sprint			One Team
Leadership Strategies		One Team	One Team
Mass Production			One team of two individuals
Medical Technology Issues	Two Teams	One Team	Three Teams per State
Microcontroller Design		One team per chapter	One team
Prepared Speech	Two Individuals	One Individual	One Individual
Problem Solving	One Team	One Team	One Team
Promotional Marketing	Three Individuals	Two Individuals	Two Individuals
STEM Animation		One Team	Three Teams per State
Structural Engineering	Two Teams	One Team	One Team
System Control Technology		One Team	Three Teams per State
Tech Bowl	Two Teams	One Team	One Team
Technical Design		Two Individuals	Two Individuals
VEX Robotics		Team (# per Chapter-TBD)	Team (# per State-TBD)
Video Game Design		One Team	One Team
Website Design		One Team	One Team



**2015-16 High School Competitive Event  
Breakdown by Conference**

<b>Event</b>	<b>Regional Conference</b>	<b>State Conference</b>	<b>National Conference</b>
Animatronics			One Team
Architectural Renovation		One Individual or Team	One Individual or Team
Biotechnology Design		One Team	Three Teams per State
Career Preparation	Two Individuals	One Individual	One Individual
Chapter Team	Two Teams	One Team	One Team
Children's Stories		One Individual or Team	One Individual or Team
Computer-Aided Design (CAD) 2D, Architecture		One Individual	Two Individuals
Computer-Aided Design (CAD) 3D, Engineering		One Individual	Two Individuals per State
Computer Numerical Control (CNC) Production			One team
Debating Technological Issues		One Team	Three Teams per State
Desktop Publishing		One Individual	One Individual per State
Digital Video Production		One Team	Three Teams per State
Dragster Design	Three Individuals	Two Individuals	Two Individuals
Engineering Design	Two Teams	One Team	One Team
Essays on Technology	Two Individuals	One Individual	Three Individuals per State
Extemporaneous Speech	Two Individuals	One Individual	Three Individuals per State
Fashion Design		One Team	One Team
Flight Endurance		Two Individuals	Two Individuals
Future Technology Teacher		Three Individuals	Three Individuals
Manufacturing Prototype		One Team	One Team
Music Production		One Team	Three Teams per State
On Demand Video		One Team	One Team
Photographic Technology	Two Individuals	One Individual	One Individual
Prepared Presentation	Two Individuals	One Individual	Three Individuals per State
Promotional Graphics	Three Individuals	Two Individuals	Two Individuals
SciVis			Three Teams per State
Software Development		One Team	One Team
Structural Design and Engineering	Two Teams	One Team	One Team
System Control Technology			One Team per State
Technical Sketching and Application	Three Individuals	Two Individuals	Two Individuals
Technology Bowl	Two Teams	One Team	One Team
Technology Problem Solving	One Team	One Team	One Team
Transportation Modeling		One Individual	One Individual
VEX Robotics		Team(# per Chapter-TBD)	Team(# per State-TBD)
Video Game Design		One team	Three Teams per State
Webmaster		One Team	One Team



***2015-16***  
***Competitive Event***  
***Topics/Themes***







2015-16 Middle School Competitive Event Topics/Themes	
Career Prep	<b>Choose one career:</b> <ul style="list-style-type: none"> <li>• Civil Engineer</li> <li>• IT Manager</li> <li>• Computer Programmer</li> <li>• Project Manager</li> </ul>
Children's Stories	<b>Theme:</b> Marine life of our oceans, lakes, rivers, and/or streams
Digital Photography	<b>Theme:</b> Family
Environmental Engineering	<b>Topic:</b> Water Supply and Treatment
Essays on Technology	<b>Topic:</b> Developments in robotics technology in the past 50 years <b>Subtopics:</b> <ul style="list-style-type: none"> <li>• Industry</li> <li>• Medicine</li> <li>• Personal Use</li> </ul>
Geospatial Technology	To obtain the current design brief for this event, click <a href="#">here</a> .
Mass Production	<b>Theme:</b> A desk organizer that includes the TSA logo
Microcontroller Design	<b>Challenge:</b> Create an educational toy for a preschool-aged child (2-4 years old).
Prepared Speech	<b>Theme:</b> Building a Legacy
Structural Engineering	<a href="#">The 2016 Challenge</a> <a href="#">2016 Verification Form</a>
Website Design	To obtain the current design brief for this event, click <a href="#">here</a> . To submit your URL, go <a href="#">here</a> .



2015-16 High School Competitive Event Topics/Themes	
Architectural Renovation	To obtain the current design problem, click <a href="#">here</a> .
Biotechnology Design	<b>Focus area:</b> Outer Space and Biotechnology
Career Preparation	<b>Choose one career:</b> <ul style="list-style-type: none"> <li>• Manufacturing Engineer</li> <li>• Web Developer</li> <li>• Data Communications Analyst</li> </ul>
CNC Production	<b>Problem:</b> Fabricate a mechanical bank device that self-deposits pennies; evaluation is based on the number of pennies that can be deposited in a two-minute time frame. The theme of the mechanical bank must be inspired by the city and/or state of the national TSA conference site.
Debating Technological Issues	<b>Topic:</b> Required science, technology, engineering, and mathematics (STEM) courses for high school students. <b>Subtopics:</b> <ol style="list-style-type: none"> <li>1. What are the pros and cons of requiring STEM classes for high school students across the nation?</li> <li>2. Are STEM classes more important than other disciplines/classes for high school students?</li> <li>3. Should the successful completion of STEM classes be mandatory for high school graduation?</li> </ol>
Digital Video Production	<b>Theme:</b> Stopping Social Media Bullying
Fashion Design	To obtain the current theme, click <a href="#">here</a> .
Manufacturing Prototype	<b>Product:</b> A device to hold supplies for a person who uses a wheelchair.
Photographic Technology	<b>Theme:</b> Macro photography
Prepared Presentation	<b>Theme:</b> Building a Legacy
Promotional Graphics	<b>Challenge:</b> Create a design that promotes teaching technology and engineering as a career, recruiting high school students or undeclared college students.
Structural Design and Engineering	To obtain the 2016 challenge, click <a href="#">here</a> .
Transportation Modeling	<b>Design Problem:</b> Riding Lawn Mowers
Webmaster	To obtain the current design brief, click <a href="#">here</a> .



# *Required Forms*





## TENNESSEE TSA RELEASE FORM

### Participant Information

Participant Name (first, last)		Parent/Guardian Name	
Participant's Home Address		Parent/Guardian Emergency Phone Number (required) ( )	
City, State, Zip Code		Alternate Emergency Phone Number (required) ( )	
Home Telephone ( )	Participant Cell Phone ( )	Local Chapter/School Name (required)	
Age (if 18 and under)	Date of Birth (mm/dd/yyyy) / /	Check One <input type="radio"/> Male <input type="radio"/> Female	Location of School (city)
Advisor Name (required)	Advisor Cell (required) ( )	Participant Email Address (required)	

### Code of Conduct

Please review the Code of Conduct below. It is a privilege to attend a Tennessee TSA conference or event and it is the responsibility of all participants to conduct themselves in a proper manner at all times. The guidelines in this Code of Conduct are the minimum behavior standards and individual schools' administration and/or chapter advisors may have additional policies and rules for their students to follow. Should that occur, the participant must meet both the school Code of Conduct and this state Code of Conduct.

- All participants are expected to attend all applicable sessions of the conference/event.
- All participants are expected to wear name badges at all times throughout the conference/event.
- All students will abide by the Tennessee [TSA Dress Code](#) for the specific conference/event. Students will not be permitted to participate in a competitive event or receive an award or recognition on stage at any conferences if found to be out of dress code. Students are to be fully clothed at all times outside of sleeping quarters, including movement between hotel rooms and to/from swimming/spa areas. Pajamas are not allowed outside of hotel rooms.
- Students will not consume or have in possession any alcoholic beverages, illegal substances, prescription medications not prescribed to the student, tobacco or smoke products, including electronic cigarettes and paraphernalia of any kind. Follow your school/district policy for handling of prescription medications and list these on the medical section of this form.
- Any type of weapons and toy replicas of weapons are prohibited, including water guns, paintball guns, and other items that are intended to cause harm, damage, or disruption of a business-like atmosphere. Gambling is also prohibited.
- All participants will behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or Tennessee TSA. Conduct unrelated to an educational conference or business environment will not be tolerated. Examples include but are not limited to the following: disrupting a session or event; interaction with non-conference individuals; or any activities that may endanger self or others.
- All students will be in their own rooms by the established curfew for the event. An advisor must be present at all times in order for students to visit the room of students of the opposite gender. It is the advisor's responsibility to ensure compliance with these issues.
- Students will keep their advisor informed of their activities and whereabouts at all times. Students should not leave the conference site or hotel alone and without permission from the advisor. Accidents, injuries or illnesses must be reported to the State Advisor or delegated representative for the event.
- Students will not use portable stereos or other loud music- or noise-making devices outside of their rooms. If used in their rooms, volume should be low as to not disturb nearby guests.
- Conference participants are guests of the hotel, convention center, or other venue for the conference/event and must not deface or destroy the property. All types of roughhousing including throwing items out of the windows will not be tolerated. All trash including pizza boxes, bottles, cans, etc. must be placed in the proper receptacles and not left in the hallways or meeting rooms. Any repairs or replacement costs due to damage or loss that occurs due to their stay will be the responsibility of the individual(s) and/or parent(s) or guardian.
- The local advisor is responsible for the supervision of their students' conduct. Any participant who disregards this Code of Conduct will be subject to disciplinary action. All rule infractions requiring disciplinary action will result in the participant being sent home at the expense of the participant and/or parent(s) or guardian.

I have read, understand, and agree to abide by this Code of Conduct.

Is Participant Covered by Medical Insurance? <input type="radio"/> Yes <input type="radio"/> No		Name of Person Responsible for Participant's Medical Bills
Insurance Company	Name of Insured	Relationship to Student of Responsible Party <input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Other
Insured's HOME Phone No. (      )	Insured's CELL Phone No. (      )	Participant Medical History (check all that apply) <input type="radio"/> Yes <input type="radio"/> No   Allergies? (list) _____ <input type="radio"/> Yes <input type="radio"/> No   Diabetes? <input type="radio"/> Yes <input type="radio"/> No   Epilepsy? <input type="radio"/> Yes <input type="radio"/> No   Heart /Lung Problems? <input type="radio"/> Yes <input type="radio"/> No   Other; if yes, please explain: _____
Insured's Plan Number	Insured's Group Number	
Name of Physician	Physician's Phone Number (      )	
Does participant have a disability that meets criteria specified by the Americans with Disabilities Act (ADA)? <input type="radio"/> Yes <input type="radio"/> No   (We will contact you if necessary.)		
		Medications: (list) _____

**Liability / Medical Release:** I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Tennessee Department of Education, National TSA, Tennessee TSA and their representatives, agents, and employees from liability for any injury to said minor child/adult participant resulting from any cause whatsoever occurring to said child/adult, at any time, while attending any of the organization's regional/district/state meetings and events, including travel to and from.

**Parent / Guardian / Responsible Party:** Please check one of the following, sign and date that you are aware.

- I give my permission for immediate medical treatment as required in the judgment of the attending physician. I understand that you will notify me and/or any person(s) listed above as soon as possible.
- I DO NOT give permission for medical treatment until I have been contacted.
- I am aware that it is my responsibility to submit updated medical information to the chapter advisor if needed prior to each event occurring during the 2015-16 school year.

**Note to Parent / Guardian:** If applicable, please send a copy of your insurance card with your child.

### Publicity and Website Permission

The State of Tennessee, Department of Education (TDOE) website and the Tennessee TSA website are two of the primary modes of communication for our students, instructors and others. We understand the global nature of the Internet and concerns for protection and privacy; accordingly, we ask your permission to use images of your child within the TDOE and/or Career and Technical Student Organization publications and/or website should we desire. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our website may be included when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or chapters), or when their student group receives recognition at the local, district, regional, state, or national level. The website will not include last names, but will use a student's first name only for that student's protection; however, publications may use the student's entire name.

**Permission to Use Student's Image:** Please check the box indicating that you are granting this permission.

Do not check the box if your intent is to **WITHHOLD** permission.

- I hereby grant permission to use my child's image, name, and/or selected school materials (projects, papers, art work) in publications and on the Department of Education web site.

STUDENT SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
PARENT / GUARDIAN / RESPONSIBLE PARTY SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /

**NOTE:** Participants under the age of 18 must be signed by a parent or legal guardian.)

ADVISOR SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
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# *Scholarship Opportunities and Applications*







## 2016 Scholarship Application Information

This application is to be used for the Bob Hanson STEM Education Scholarship, the Tom D’Apolito TSA Scholarship, and the Dustin Heavilon Engineering Scholarship. Please indicate, at the end of the application, for which scholarship the application is intended.

1. Candidate must be a current member of an active, affiliated Tennessee TSA chapter.
  2. Candidate must have been accepted into a postsecondary institution and be pursuing a degree in the field of education.
  3. Candidate must have been a Tennessee TSA member for at least one full year.
  4. There is no limit to the number of applicants per school.
  5. All applications must be typed or legibly printed, grammatically correct, and complete in order to be considered.
  6. All scholarship materials must be mailed together in one envelope. This includes letters of recommendation, transcript, essay, etc. Incomplete applications will not be considered. The letters of recommendation must be received by the CTE Specialist for TSA in sealed envelopes signed by the authors.
  7. 2015-16 Scholarship Essay  
Write an essay (300 words maximum) answering the following questions:
    - How has TSA been beneficial to your personal development?
    - Describe your future career goals, and how TSA has helped to prepare you for your chosen field.
  8. All completed applications must be received by Tennessee TSA (address below) **on or before Jan. 31, 2016**. Late applications will not be considered. Please note that this is not a postmark date.  
Pamela Grega  
710 James Robertson Parkway  
11<sup>th</sup> Floor, Andrew Johnson Tower  
Nashville, TN 37243
  9. Scholarship winners will be announced at the 2016 Tennessee TSA State Leadership Conference.
  10. A check for the monetary award will be mailed directly to the postsecondary institution once the student has registered for classes for the fall semester. It is the responsibility of the student to provide the CTE Specialist for TSA with a mailing address and official proof of enrollment from the postsecondary institution.
-





## 2016 Tennessee TSA Scholarship Application Form

<b>Student Name</b>			
	Last	First	Middle
<b>Home Address</b>			
	Street		
		City	Zip Code
<b>Email Address</b>			
<b>Home Phone</b>			
<b>Cell Phone</b>			
<b>School Name</b>			
<b>School Address</b>			
	Street		
		City	Zip Code
<b>School Phone</b>			
<b>Career Goal</b>			
<b>Have you been accepted to a postsecondary institution to pursue your education as of today?</b>			
<b>If yes, please provide name of postsecondary institution:</b>			
<b>If no, please indicate where you have applied:</b>			
<b>GPA:</b>	<b>On a 4.0 non-weighted scale. If in Honors/AP classes, please convert GPA to a 4.0 scale:</b>		
<b>Class Rank:</b>	<b>No. in Class:</b>		
<b>Indicate SAT and ACT scores if available (if not available, leave blank).</b>			
<b>ACT:</b>	<b>SAT:</b>		

<b>Awards, Honors, Educational Societies, and Organizational Memberships</b>	
<b>Leadership Activities and Recognition</b>	
List TSA and other school leadership roles you have held and activities in which you have been involved. If additional space is needed, please list on a separate sheet of paper.	
<b>Year(s):</b>	
<b>Year(s):</b>	
<b>Year(s):</b>	
<b>Community Involvement</b>	
List community activities (other than TSA or school activities identified above) in which you have been involved. If additional space is needed, please list on a separate sheet of paper.	
<b>Year(s):</b>	
<b>Year(s):</b>	
<b>References</b>	
List the names of the persons writing letters of recommendation for each category.	
<b>Teacher, advisor, principal, or CTE director</b>	
<b>Employer or community leader</b>	
<b>Any source other than a relative</b>	
<b>Scholarship Essay</b>	
Write an essay (300 words maximum) answering both of the following questions:	
<ul style="list-style-type: none"> <li>○ How has TSA been beneficial to your personal development?</li> <li>○ Describe your future career goals and discuss how TSA has helped to prepare you for your chosen field.</li> </ul>	

**Attach the following:** Official transcript, further education intentions, leadership activities, optional photo, community involvement, references, and essay.

For which scholarship are you applying?

\_\_\_\_\_ Bob Hanson STEM Education Scholarship

\_\_\_\_\_ Tom D'Apolito TSA Scholarship

\_\_\_\_\_ Dustin Heavilon Engineering Scholarship

# *State Officer Candidate Packet*









## Tennessee TSA State Officer Candidate Information

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Applications are DUE to Tennessee TSA on or before Jan. 31, 2016 **(This is NOT a postmark date).**

**Mail to:**

Pamela Grega  
710 James Robertson Pkwy.  
11th Floor, Andrew Johnson Tower  
Nashville, TN 37243

**The following items must be submitted by the deadline:**

- Completed State Officer Candidate Application
- Completed State Officer Candidate Essay (topic on next page)
- A recent individual digital photo in Official TSA Dress (without blazer or tie) for use in the conference program.
  - o Email photo to [Pamela.Grega@tn.gov](mailto:Pamela.Grega@tn.gov) with the subject line, "TSA State Officer Candidate Photo."
- Signed Officer Nomination and Support Form
- Official transcript
- Copy of your local school systems' travel policy
- An absenteeism statement or letter (school attendance record)
- Resume (see application for details)
- Required letters of recommendation (see application for details)

**Special Notes:**

- Applicants are not permitted to announce their candidacy prior to the officer candidate meeting onsite at the 2016 Tennessee TSA State Leadership Conference.
  - Applicants may not begin campaigning, which includes telling others about their current application status, until the onsite officer candidate meeting ends.
  - **These policies also apply to social media, both yours and others.** It is strongly recommended that the applicant and advisor keep this information confidential (outside of the candidate's campaign team). This will avoid issues with others announcing your candidacy.
  - **All candidates will be required to give a campaign speech during the 2016 Tennessee TSA State Leadership Conference Opening Session.** A copy of this speech must be turned in at the state officer candidate meeting for approval.
  - State officer candidates will be required to attend a variety of events, meetings, and general session rehearsals during the Tennessee TSA State Leadership Conference.
  - You must indicate whether you are running in the Presidential Pool or the General Pool.
-

## **Mandatory Events**

TBD

## **Required Knowledge**

By submitting your application, you are indicating that you have read and are familiar with the information listed below:

- Tennessee TSA Bylaws
- State Officer Code of Conduct
- Tennessee TSA Dress Code
- TSA History
- TSA Mission Statement
- TSA Creed
- Parliamentary Procedure (Robert's Rules of Order)
- Current Tennessee STEM, IT, and Advanced Manufacturing Career Clusters and Programs of Study course standards

Applicants are responsible for all information covered in the Tennessee TSA Bylaws and other documents and for having a basic understanding of the mission and goals of both Tennessee and National TSA.

## **Elected Offices**

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Sergeant-at-Arms

## **State Officer Candidate Essay**

**Please type your essay answer, print it, and attach it to your completed application:**

**Essay Topic:** In 300 words, explain how your chapter has benefited from your leadership. For example, how have you been involved in your local chapter to make it successful? Please include meeting organization, advisor/parent/administration relations, community relations, event preparation, conference participation, etc.

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### State Officer Candidate Application Form

<b>Student Name</b>			
	Last	First	Middle
<b>Home Address</b>			
	Street	City	Zip Code
<b>Email Address</b>			
<b>Home Phone</b>			
<b>Cell Phone</b>			
<b>School Name</b>			
<b>School Address</b>			
	Street	City	Zip Code
<b>School Phone</b>			
<b>Career Goal</b>			
<b>Have you been accepted to a postsecondary institution to pursue your education as of today?</b>			
<b>If yes, please provide institution name:</b>			
<b>If no, please indicate where you have applied:</b>			
<b>GPA:</b>	<b>On a 4.0 non-weighted scale. If in Honors/AP classes, please convert GPA to 4.0 scale.</b>		
<b>Class Rank:</b>	<b>No. in Class:</b>		
<b>Indicate SAT and ACT scores if available (if not available, leave blank)</b>			
<b>ACT:</b>	<b>SAT:</b>		

<b>Awards, Honors, Educational Societies, and Organizational Memberships</b>	
<b>Leadership Activities and Recognition</b>	
List TSA and other school leadership roles you have held and activities in which you have been involved. If additional space is needed, please list on a separate sheet of paper.	
<b>Year(s):</b>	
<b>Year(s):</b>	
<b>Year(s):</b>	
<b>Community Involvement</b>	
List community activities other than TSA or school activities identified above in which you have been involved. If additional space is needed, please list on a separate sheet of paper.	
<b>Year(s):</b>	
<b>Year(s):</b>	
<b>References</b>	
List the names of the persons writing letters of recommendation for each category.	
<b>Teacher, advisor, principal, or CTE director</b>	
<b>Employer or community leader</b>	
<b>Any source other than a relative</b>	
<b>Scholarship Essay</b>	
Write an essay (300 words maximum) answering both of the following questions:	
<ul style="list-style-type: none"> <li>○ How has TSA been beneficial to your personal development?</li> <li>○ Describe your future career goals and discuss how TSA has helped to prepare you for your chosen field?</li> </ul>	

**Attach the following:** Official transcript, three letters of recommendation in sealed envelopes, a recent digital photo in official TSA dress, essay, and a résumé that includes: candidate name, school, current grade level, TSA achievements/leadership positions, number or years as a TSA member, and other achievements/leadership positions.

## Tennessee TSA State Officer Code of Conduct

1. It is the responsibility of all Tennessee TSA state officers to conduct themselves in a proper, business-like manner at all times.
2. Alcohol, tobacco, and drugs are prohibited while involved in official or unofficial TSA activities.
3. Treat all TSA members equally by not favoring one over another.
4. Conduct yourself in a manner which commands respect, without any display of superiority.
5. Maintain dignity while being personable, concerned, and interested in contacts with others.
6. Avoid places or activities which in any way would raise questions as to your moral character or conduct.
7. Consider TSA officer activities as your primary responsibility.
8. Use wholesome language in all occasions.
9. Maintain proper dress and good grooming for all occasions.
10. Work in harmony with fellow TSA officers and do not knowingly engage in conversations detrimental to other TSA members, officers, and adults.
11. Abide by curfew given at each meeting.
12. Females will go only into female hotel rooms; males will go only into male hotel rooms as assigned by Tennessee TSA.
13. When charged with a responsibility or duty, understand completely what to do and carry out that assignment in a professional and timely manner.

### **Results for Code of Conduct Violation**

Immediate **expulsion** from any conference, meeting, and most likely the state officer team, will result from the following:

1. Possession of alcoholic beverages or narcotics of any form, at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. Gross violation of male and female room regulations.
3. Gross damage to property or violation of hotel safety codes or criminal laws.

**NOTE:** Parents or guardians will be contacted and will be responsible for making appropriate arrangements for the officer's immediate return home. It is also the responsibility of the officer or parent(s)/guardian(s) to defray any costs relating to the incident.

### **Tennessee TSA state officers may be removed from office for one or more of the following reasons:**

- Failure to perform the duties of their office.
  - Failure to attend required meetings.
  - Failure to follow rules, regulations, and responsibilities to act in a professional manner.
  - Failure to meet appropriate deadlines without satisfactory explanation.
  - Failure to maintain at least an overall GPA of 2.8 on a 4.0 scale.
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## **Duties and Responsibilities of Tennessee TSA State Officers**

By electing you to state TSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor, comes duties and responsibilities.

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### **If elected to Tennessee TSA state office, you will:**

1. Be dedicated to TSA and the total program of STEM education.
2. Be willing to commit to all state officer activities.
3. Be willing and able to travel in serving Tennessee TSA.
4. Understand the mission, goals, bylaws, and creed of Tennessee and National TSA.
5. Become knowledgeable of STEM education and TSA.
6. Through preparation and practice, develop yourself into an effective public speaker and project a desirable image of TSA at all times.
7. Regularly and promptly write all letters, thank you notes, reports, and other forms of correspondence which are necessary and desirable.
8. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
9. Accept and search out constructive criticism and evaluation of your total performance.
10. Keep yourself up to date on current events.
11. Evaluate your personality and attitudes periodically, making every effort to improve yourself.
12. Maintain and protect your health.
13. Follow the state officer code of ethics.
14. Serve as a member of the team, always maintaining a cooperative attitude.
15. Be willing to take and follow instructions, as directed by those responsible for you.
16. Avoid expressing personal opinions regarding political or controversial problems when representing Tennessee TSA.
17. Maintain an overall GPA of at least a 2.8 based upon the scale where 4.0 = A.

### **Tennessee TSA Travel Guidelines**

**Please read this carefully and review with your parent(s).**

- Tennessee TSA state officers are responsible for arranging their own travel to and from meetings.
  - Tennessee TSA state officers are **not** allowed to drive personal vehicles to and from meetings.
  - Tennessee TSA **does not** provide money for gas or other travel expenses to and from most meetings. It is recommended that you carpool, whenever possible, with other officers in your area.
  - Tennessee TSA **does** provide hotel rooms, meals, registration for and transportation during all regularly scheduled meetings (except National TSA Conference).
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## **Tennessee TSA State Officers' Official Attire**

State officers shall wear official TSA dress, business-like attire, and/or appropriate dress as the occasion may demand. The official TSA dress and casual TSA apparel are considered appropriate dress for all conference activities. From the first scheduled TSA activity, officers must adhere to the dress code requirements as listed below. **It may be necessary for state officers to purchase part of their matching uniforms** (i.e., blazers, pants). Tennessee TSA will supply two shirts as budget allows.

### **A. Official TSA Attire**

- Blazer: navy blue with TSA patch sewn on properly
- Tie: official TSA tie (males only)
- Shirt/blouse: official TSA blue shirt
- Pants/skirt: light gray (skirt must be business-like length)
- Shoes: black; socks/hose
- Belt

### **B. Business-like Attire (Minimum Standards)**

- Collared shirt/blouse
- Long pants (preferably dress slacks)
- Dresses/skirts
- Dress shoes
- Socks/hose
- Belt

### **C. Casual TSA Attire**

- TSA polo
- Khaki slacks
- Brown or black shoes (no tennis shoes)
- Belt

### **D. Personal Appearance**

- No large, dangling earrings will be allowed when in official dress.
  - Hair must be all one color and have a business-like appearance.
  - No hats will be worn when representing TSA.
  - Conservative nail polish will be worn when representing TSA (*clear, skin tone or a tasteful color; no black, green, or distracting colors.*)
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## **State and National Officer Candidate Responsibilities for State Leadership Conference**

### **1. Campaigning**

- a. Campaigning by officer candidates and their designees is allowed only in hotel common areas, convention center common areas, and delegation meetings. It is encouraged that all campaigning be conducted primarily in the public areas of the conference.
- b. All campaigning must conclude, and materials cleaned up from all TSA conference areas after the business meeting.
- c. No posters or flyers may be placed on walls. This goes for all TSA conference hotels and convention center areas.
- d. Officer candidate voting will take place at the business meeting.
- e. Beginning at the 2016 state conference, campaigning will be limited to one handout and one tri-fold poster presentation.
- f. It is recommended that the officer candidate and campaign manager be in official dress or business-like attire for the duration of the campaign.

### **2. Campaign Manager – Required**

- a. A student from your chapter will serve as your campaign manager.
- b. The campaign manager will accompany the officer candidate to the mandatory officer candidate orientation prior to onsite conference registration.
- c. The campaign manager will assist the officer candidate in:
  - Introducing the officer candidate at the Meet the Candidates sessions.
  - Handing out materials at the Meet the Candidates sessions.
  - Promoting the officer candidate in a professional and positive manner.

### **3. Officer Candidate Orientation – Required**

- a. Officer candidates will submit a typed copy of their campaign speech.
- b. Officer candidates will introduce themselves to the rest of the orientation attendees.
- c. Officer candidates will have the chance to ask the current state officers and CTE specialist any questions about the campaigning process at this meeting.
- d. Campaigning procedures will be reviewed again for the officer candidates.

### **4. General Sessions – Required**

- a. Officer candidates should report to the general session managers immediately upon arrival each morning.
- b. Officer candidates will sit in the reserved section at the front of the general session hall for each session.
- c. No campaign handouts may be distributed at the general sessions.

### **5. Campaign Speech – Required**

- a. Campaign speeches will take place at the opening session. Each officer candidate is allowed two minutes for the speech.
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- b. Campaign speeches should include the candidate's name, the office you are seeking, your campaign slogan, your goals and ideas for TSA, and your qualifications for office.
- c. Candidates who exceed the allotted two minutes will be removed from stage by the presiding state officer. Please do your best to stay within the time limit.
- d. Officer candidates will submit a typed copy of their campaign speech at the officer candidate orientation.

**6. Meet the Candidates Sessions – Required**

- a. Officer candidates are to visit each Meet the Candidates session. Attendees are given the opportunity to ask the candidates questions about their qualifications for office.
- b. ONLY the campaign manager is allowed to accompany the officer candidate to the Meet the Candidates sessions. Officer candidates violating this rule will be removed from the sessions and no longer allowed to campaign for the evening.
- c. The campaign manager will introduce the officer candidate at each session.
- d. The campaign manager will distribute any campaign materials during the Meet the Candidates session.
- e. Candy is allowed as a giveaway in addition to other flyers or materials for the Meet the Candidates sessions. You may not hang anything up in the convention center. However, it is recommended that candidates focus on the questions and on giving quality answers.
- f. TSA alumni and current Tennessee TSA state officers not seeking re-election will serve as moderators for each session. These advisors and officers will field questions for the candidates from the audience while also maintaining order.
- g. Questions that have been asked of officer candidates in the past include the following. You will want to prepare and study as much about TSA and your leadership experiences as you can in order to answer *any* questions.
  - What are your goals if elected?
  - What are your long-term goals in life?
  - What are your career aspirations?
  - What would you like to change about TSA and how will you do that?
  - What is the TSA motto?
  - What are the TSA colors and what do they mean?
  - What is the mission of TSA?
  - Can you recite the TSA creed?
  - Who is your role model inside of TSA?
  - Who is your role model outside of TSA?
  - Who is the national TSA \_\_\_\_\_ (officer)?

Being an officer candidate is a big responsibility. At the same time, it is a fun and rewarding experience. Officer candidates learn a great deal about TSA and themselves during this process. If at any time during the year or at the state leadership conference, you have questions, please ask your CTE Specialist for TSA or ANY of the existing state officer team. Running for office can be an extremely positive and rewarding experience, and your success in your campaign relies on your complete preparation and desire to fulfill the duties of a position on the state officer team.

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## Tennessee TSA Nomination and Support Form

Serving as a Tennessee TSA state officer demands a twelve-month commitment to the organization. Therefore, it is vital that all members who aspire to become Tennessee TSA state officers are highly qualified, able, and willing to assume the responsibilities required of all state officers.

Please read the statements below carefully. After discussing the responsibilities and the duties of a Tennessee TSA state officer with the applicant, the individuals listed below must sign this form verifying their support and understanding of each of their roles in this student's future success as a state officer. **This form should accompany the completed Tennessee State Officer Candidate Application.**

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### **Officer Candidate Statement**

If elected as a Tennessee TSA state officer or National TSA officer, I will dedicate my year to serving the organization. I will serve my entire term of office, will promote the goals and objectives of TSA, and project a desirable image of TSA at all times. I will abide by the policies of Tennessee and/or national TSA, and will accept financial responsibility for my TSA travel to meetings. Also, I will attend TSA conferences and meetings as scheduled. I agree to fulfill and complete all obligations and assignments as a Tennessee TSA state officer.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Local Advisor Statement**

It is my belief that this candidate will fulfill the responsibilities of a Tennessee TSA state officer. I understand that as the advisor of the above student, I will work with him/her to arrange transportation and assist him/her in carrying out the obligations. That being understood, I highly recommend this student for Tennessee TSA state office.

Local Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Statement**

I approve of my daughter/son applying for a Tennessee TSA state (or national TSA) office and, if elected, agree that he/she will be able to spend the time and have the transportation necessary to carry out the duties of the office.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **School Administrator Statement**

Our school will support the above student in the successful fulfillment of the duties of a Tennessee TSA state office. I understand that all Tennessee TSA absences are to be excused as school-related trips. Our staff will work to assist this student with make-up work. I recognize that holding an elected Tennessee TSA state office is a high honor and great responsibility.

Signature of School Administrator \_\_\_\_\_ Date \_\_\_\_\_

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# *Special Award Applications*







**Chapter Involvement**

1. How often and where (inside or outside of class) does your chapter meet?
2. What are your chapter's scholastic and educational activities? How are they incorporated into the daily STEM classroom? (Examples: guest speakers, films, tours, parliamentary procedures, exhibits)
3. What is your chapter's involvement at local, state, and national TSA conferences? (Be sure to include the number of students attending and entering competitive events, as well as awards and recognition earned.)
4. Which of your chapter's activities dealt with inter-chapter participation? (Examples: cookout, hayride, skating party, talent night, banquet, etc.)

**Chapter Fundraising Projects**

1. List your chapter's fundraising projects and note the purpose for raising the money. (Examples: funding for travel to state and/or national conferences, a donation to the library fund, the purchase of new equipment for your STEM education program, etc.)

**Leadership Activities**

1. If your chapter has been involved in leadership development activities not previously mentioned, discuss each activity in the space provided below. (For example, assist other STEM programs in starting a TSA chapter, participate in leadership conferences, etc.)
  2. What is your chapter's involvement with TSA alumni?
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## Distinguished Student Award High School

### Selection Criteria

The recipient is selected on the basis of valued service to the community and to TSA. Both past and present contributions are considered (as verified by responsible parties). The criteria are as follows:

1. A member in good standing with TSA for a minimum of one school year.
2. Active participation in TSA at local and/or state levels.
3. Recognition by fellow students, teachers, or administrators of STEM programs as a student who has achieved prominence and distinction.

### TSA Recognition Award Nomination

Please print or type.

Name of Distinguished High School Student: \_\_\_\_\_

Name of TSA Chapter: \_\_\_\_\_

Chapter Advisor(s): \_\_\_\_\_

Chapter Advisor E-mail: \_\_\_\_\_

Chapter Advisor Phone Number: \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Years associated with TSA: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Nomination forms must be accompanied by:

- A. Two letters of recognition in support of the nominee as a state award recipient
  - B. A chronological list of the nominee's contributions and achievements that have advanced the cause of TSA/STEM.  
Nominations must be postmarked or arrive via fax to Tennessee TSA by Jan. 20, 2016.
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## Distinguished Student Award Middle School

### Selection Criteria

The recipient is selected on the basis of valued service to the community and to TSA. Both past and present contributions are considered (as verified by responsible parties). The criteria are as follows:

1. Student must be in good standing with TSA for a minimum of one school year.
2. Student must demonstrate active participation in TSA at local and/or state levels.
3. Student must be recognized by fellow students, teachers, or administrators of STEM programs as a student who has achieved prominence and distinction.

### TSA Recognition Award Nomination

Please print or type.

Name of Distinguished Middle School Student: \_\_\_\_\_

Name of TSA Chapter: \_\_\_\_\_

Chapter Advisor(s): \_\_\_\_\_

Chapter Advisor E-mail: \_\_\_\_\_

Chapter Advisor Phone Number: \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Years associated with TSA: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Nomination forms must be accompanied by:

- A. Two letters of recognition in support of the nominee as a state award recipient
- B. A chronological list of the nominee's contributions and achievements that have advanced the cause of TSA/STEM.

Nominations must be postmarked or arrive via fax to Pamela Grega, state advisor by Jan. 31, 2016.

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## Tennessee Technology Honor Society

Applications must be postmarked or arrive via fax to Tennessee TSA by Jan. 31, 2016.

### Introduction

The TSA Technology Honor Society recognizes TSA members who excel in academics, leadership, and service to their school and community. The TSA Technology Honor Society is:

- an opportunity for student members to be recognized for their efforts.
- designed to recognize TSA members who exemplify the high ideals of academics.

The following are the goals of the Technology Honor Society:

- to motivate TSA members to work to improve and maintain high academic marks.
- to promote the undertaking of leadership roles in school and community organizations.
- to promote participation in service activities that benefit a school or community.
- to recognize student concern for chapter, school and community.

### Selection Procedure

There are two levels in the TSA Technology Honor Society, middle school and high school. Middle or high school TSA members may be selected in their 6th, 7th, 8th, or 9th grade year, and high school TSA members may be selected in their 9th, 10th, 11th, or 12th year. The selection procedure and requirements are the same for both levels.

The chapter advisor, with assistance from other selected faculty members, reviews the academic records of TSA members in the chapter. Students who meet the academic requirements are notified that they are eligible for the TSA Technology Honor Society.

These students, if they wish to apply, must complete the TSA Technology Honor Society resume sheet to document the leadership and service activities they feel are important for Honor Society consideration. They also must submit TSA Technology Honor Society recommendation forms from the TSA chapter advisor, from another teacher, and from a school administrator.

The chapter advisor reviews each student's resume sheet to determine eligibility for the Technology Honor Society. After review, the chapter advisor sends the names and corresponding resume sheets of the eligible chapter members to the state advisor.

The state advisor and the state officers review all submitted resumes and make final decisions as to who should be inducted into the state's Technology Honor Society. Students inducted into the Technology Honor Society at the state level automatically become members of the national TSA Technology Honor Society.

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Students who are members of the Technology Honor Society at the middle school level do not automatically become members at the high school level. Students must reapply at the high school level. It is not necessary to have been a member at the middle school level in order to be admitted at the high school level.

Chapter advisors and state advisors maintain records of all student resume sheets and a list of names of the nominated members. State advisors submit the names of all students inducted into the TSA Technology Honor Society and the appropriate fee to National TSA. (Resume sheets are not submitted to National TSA.)

## **Requirements**

For a student member of TSA to be inducted into the TSA Technology Honor Society, the student must first meet a set of specified standards or requirements. These standards cover three areas: academics, leadership, and service. (Note that items used for the middle school level application may not be used again for the high school level application.) The requirements are as follows:

### **Academics**

- Maintain at least a 3.0 grade point average (GPA) based on a 4.0 grade point scale or equivalent.
- Maintain a 3.0 grade point average (GPA) based on a 4.0 grade point scale or equivalent in technology education classes, if currently enrolled in such classes.

### **Leadership**

- Have held at least one chapter, state, or national office, sufficiently fulfilling its duties for one full school year.
- Have held an office in an organization other than TSA.
- Have attended at least one state and one national conference.
- Have placed within the top three in a state or national TSA competitive event.
- Must be an active member of TSA for at least one semester in the current chapter.

### **Service**

- Have participated in a service project that benefited the student's school.
- Have participated in a service project that benefited the student's community.
- Have served on a chapter, state or national committee.
- Have given a presentation on TSA to an organization outside the student's chapter (i.e., PTA, school faculty, board of education).

### **Awards**

Each TSA member inducted into the TSA Technology Honor Society receives the following honors:

- Recognition at the national TSA conference for achievements
- TSA Technology Honor Society certificate to display achievement
- TSA Technology Honor Society medal of achievement

### **Fees**

A \$5.00 fee must be included with the TSA Technology Honor Society award application in order for your application to be submitted to the national level. The \$5.00 fee is required by national TSA. These nominations are submitted to the CTE Specialist for TSA. Certificates will be awarded on the state level.

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4. List all of your awards for TSA competitive events.

Year                      Placing                      Event

5. Have you been a TSA member at the local, state, and national level for at least one full school year?

6. Have you been an active member of TSA for at least one semester in your current chapter?

**Service**

1. In which service projects have you participated that have benefited your school or community? Briefly describe each.

2. On which chapter, state, or national committees have you served?

3. Briefly describe the presentation you made on TSA to an organization outside of your chapter.

**We certify this candidate has completed all the requirements for this recognition and hold all to be true and accurate.**

\_\_\_\_\_  
Student                                      Date

\_\_\_\_\_  
Chapter Advisor                                      Date

\_\_\_\_\_  
Chapter President                                      Date

\_\_\_\_\_  
School Administrator                                      Date

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**Technology Honor Society  
Recommendation Form**

Candidate's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Chapter: \_\_\_\_\_ Level: MS or HS

School: \_\_\_\_\_

School Address: \_\_\_\_\_

This recommendation is from (circle one):      TSA Advisor      Teacher      Administrator

**Please comment on the nomination of the named student to the TSA Technology Honor Society.** (Consider the following: Has he/she earned sufficient grades? Has he/she filled the officer position sufficiently? Has he/she been a willing and helpful participant in service projects?)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# ***TN TSA Bylaws***





# Tennessee Technology Student Association Bylaws

as amended March 6, 2014

## ARTICLE I – NAME

The official name of this organization shall be the Tennessee Technology Student Association and may be referred to as “Tennessee TSA” and may be abbreviated as “TN TSA”.

## ARTICLE II – PURPOSES

### Section 1 – General Purposes

The general purposes of this organization are to:

1. Assist local chapters and members in the growth and development of TSA.
2. Assist local chapters and members in the development and leadership in social, economic, educational and community activities.
3. Increase student knowledge and understanding of our technological world.
4. Assist technology engineering education students in the making of informed and meaningful career goals. Promote leadership development of members.

### Section 2 – Specific Purposes

The specific purposes of this organization are to:

1. Develop, through individual and teamwork, the ability of members to plan, organize, and use a variety of resources to solve problems.
  2. Explore technology and develop an understanding of technological literacy.
  3. Promote high standards of learning through curricular resource activities.
  4. Encourage students to professionally express their creativity.
  5. Provide career opportunity information pertaining to a broad range of occupations, including training requisites, working conditions, salaries or wages, and other relevant information.
  6. Provide exploratory experiences in classrooms and laboratories, and develop partnerships in business or industry to acquaint students with career opportunities.
  7. Assist in providing guidance and counseling for students enrolled in technology education programs in making informed and meaningful career choices.
  8. Expose students to the responsibility of representing a large membership.
  9. Instill desirable work habits and attitudes toward the positive way of life in students and foster a deep respect for the dignity of work.
  10. Prepare individuals for enrollment in advanced or highly skilled career and technical education programs.
  11. Encourage students to practice good ethics and have positive attitudes while interacting with others.
  12. Assist members with the growth of leadership skills and development of personal responsibilities.
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## **ARTICLE III – MEMBERSHIP AND ORGANIZATION**

### **Section 1**

The Tennessee Technology Student Association is an organization of local chapters each operating in accordance with a charter granted by TSA, Inc.

### **Section 2**

Each chartered chapter of Tennessee TSA will be responsible for all TSA operational activities within that school under the direction of the chapter advisor.

### **Section 3**

Membership in Tennessee TSA shall be through the state delegation. Each chapter will consist of individual members meeting the following descriptions:

- A. Active members shall be students who are presently enrolled in, or have been previously enrolled in technology education programs. An active member shall pay dues as established by the TSA, Inc., Board of Directors and Tennessee TSA Executive Council, and may be declared eligible to hold a state office, to participate in state competitive events or projects, to serve as a state voting delegate, or to otherwise represent their chapters in Tennessee TSA affairs as may be approved by their chapters.
- B. Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology education or who have been previously enrolled in technology education programs. An associate member shall pay dues as established by the Tennessee TSA Executive Council. Associate members shall not vote or hold office.
- C. Alumni members shall consist of those individuals who have completed an industrial arts/technology education program (have been former active or associate TSA members) who have graduated from or left school. Alumni members shall pay dues as established by the Tennessee TSA Executive Council.
- D. Professional members are those individuals engaged in education, business, and industry who have interest in Tennessee TSA and in the welfare of technology education. Professional members shall pay dues as established by the Tennessee TSA Executive Council. Professional members shall not vote or hold office.
- E. Honorary/Honorary Life members may be individuals who have made or are making contributions to the advancement of technology education as may be approved by the Tennessee TSA Executive Council and shall be exempt from annual dues.

### **Section 4**

Tennessee TSA is an organization of local chapters, each operating in accordance with a charter granted by TSA.

### **Section 5**

Tennessee TSA shall be broken into regions and local chapters. The nine regions are known as Memphis/Shelby, Southwest, Northwest, Mid Cumberland, South Central, Upper Cumberland, Southeast, East, and First Tennessee. The county in which the chapter is located shall define its region.

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**The counties in each region are as follows:**

- **Memphis/Shelby:** Memphis City Schools & Shelby County Schools
- **Southwest:** Chester, Decatur, Fayette, Hardeman, Hardin, Haywood, Henderson, Lexington, Lauderdale, Madison, McNairy, Tipton, WTSD
- **Northwest:** Benton, Carroll, Hollow Rock-Bruceton, Huntington, McKenzie, South Carroll, West Carroll, Crockett, Alamo, Bells, Dyer, Dyersburg, Gibson, Bradford, Humboldt, Milan, Trenton, Henry, Paris, Lake, Obion, Union City, Weakley
- **Mid Cumberland:** Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Williamson, Franklin SSD, TSB
- **South Central:** Bedford, Coffee, Manchester, Tullahoma, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Fayetteville, Marshall, Maury, Moore, Perry, Wayne
- **Upper Cumberland:** Bledsoe, Cannon, Clay, Cumberland, DeKalb, Fentress, Grundy, Jackson, Macon, Overton, Pickett, Putnam, Sequatchie, Smith, Sumner, Trousdale, Van Buren, Warren, White, Wilson, Lebanon, York Institute
- **Southeast:** Bradley, Cleveland, Hamilton, Marion, Richard City, McMinn, Athens City, Meigs, Polk, Rhea, Dayton
- **East:** Anderson, Oak Ridge, Blount, Alcoa, Maryville, Campbell, Claiborne, Grainger, Jefferson, Knox, Loudon, Lenoir City, Monroe, Sweetwater, Morgan, Roane, Scott, Oneida, Sevier, Union, ETSD
- **First Tennessee:** Carter, Elizabethton, Cocke, Newport, Greene, Greeneville, Hamblen, Hancock, Hawkins, Rogersville, Johnson, Sullivan, Bristol, Kingsport, Unicoi, Washington, Johnson City

**Section 6**

Tennessee TSA shall publish annual membership dues. Changes to the annual state dues require a motion submitted by a local chapter to the Tennessee TSA State President and State Advisor at least sixty (60) days before the annual business meeting.

**Section 7**

In order to attend conferences, participants must follow the Tennessee TSA Codes of Ethics and Dress Code. These are available on the Tennessee TSA website and shall be printed in the conference program.

**Section 8**

In order to affiliate with Tennessee TSA, a chapter must have at least ten (10) active members. Members must be affiliated with Tennessee and National TSA prior to registration for any TSA conference they wish to attend.

**Section 9**

The membership year shall be July 1 to June 30.

**Section 10**

The fiscal year shall be July 1 to June 30.

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## **ARTICLE IV – Officers**

### **Section 1- State Offices**

The Tennessee TSA officers shall consist of a President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-Arms. No individual may be elected to more than one full term as State President. These officers and the Tennessee TSA State Advisor will be known collectively as the Executive Committee of Tennessee TSA.

### **Section 2 – Officer Duties**

All officers hold the responsibility of professionally representing Tennessee TSA to the national organization and external entities, to promote the growth of TN TSA, and ensure the mission statements of Tennessee and National TSA are upheld. The duties of the officers are as follows:

- A. **President:** It shall be the duty of the president of Tennessee TSA to preside at all meetings; to make necessary committee appointments including the designation of committee chairpersons; to develop with the Executive Committee a program of work for the term of office; and to be available, as necessary, in promoting the general welfare of Tennessee TSA.
  - B. **Vice President:** It shall be the duty of the vice-president to serve in any capacity as directed by the president; to accept the responsibility of the president as occasion may demand; to serve as chairperson of the Tennessee TSA Council of Chapter Presidents; and to be available, as necessary, in promoting the general welfare of Tennessee TSA.
  - C. **Secretary:** It shall be the duty of the secretary to serve in any capacity as directed by the president; to record proceedings of all meetings; and to be available, as necessary, in promoting the general welfare of Tennessee TSA.
  - D. **Treasurer:** It shall be the duty of the treasurer to serve in any capacity as directed by the president; to keep records and membership reports; and to be available, as necessary, promoting the general welfare of Tennessee TSA.
  - E. **Reporter:** It shall be the duty of the reporter to serve in any capacity as directed by the president; to accumulate and keep up-to-date information on the history of the state association; to prepare articles for national and state TSA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning news items for publication; and to be available, as necessary, in promoting the general welfare of Tennessee TSA.
  - F. **Sergeant-at-Arms:** It shall be the duty of the sergeant-at-arms to serve in any capacity as directed by the president; to assist in the preparation and control of the meeting place; and to be available, as necessary, in promoting the general welfare of Tennessee TSA.
  - G. **State Officers-Elect:** It shall be the duty of the State Officer Team-Elect (see Article IV, Section 7) to assist, as directed, the State Officer Team in any and all activities relating to preparation for the upcoming National TSA Conference. The Elect Team will also learn the proper procedures for serving TN TSA as a State Officer.
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**Section 3 – Qualifications for State Office and National Officer Candidacy.**

- A. Only an active member of Tennessee TSA will be eligible to run for a state office. Students must have at least one (1) year of high school eligibility remaining to run for state office. A student elected as a state officer at the annual meeting may not hold a national or local TSA office concurrently with the term as state officer.
- B. A student must be a member of TSA for at least one year before seeking a state office. A Tennessee TSA member must have completed the seventh grade and at least one technology education class to be qualified for a state office. He/she must have attended at least one state conference prior to seeking a state office. A Tennessee TSA member must have served as an officer of his/her local chapter to be qualified as a state officer candidate. Members must have and maintain at least a 2.8 Grade Point Average, in order to be considered for state officer candidacy. No more than three (3) TSA members from the same local chapter may run for a state office in the same year.
- C. Tennessee TSA members must have submitted an officer candidate application and must have been approved by the nominations committee in order to run for state office or to seek national officer candidacy.

**Section 4 – Candidates**

- A. The Nominations Committee shall decide if members who apply are eligible for state officer candidacy or eligible to seek national officer candidacy. This committee shall consist of the Tennessee TSA State Advisor and the TEE Program Consultant. Candidates will apply to run for the presidential pool, apply to be in the officer pool, or to seek state approval for national officer candidacy.
    - i. This committee shall review all state officer applicants and their qualifications and will submit to the voting delegates a slate of all candidates declared eligible for (a) the presidential pool, (b) the officer pool and (c) national officer candidacy.
    - ii. All approved state officer candidates shall be notified at least one month before the beginning of the annual state conference.
    - iii. There will be no additional nominations from the floor.
    - iv. In order to seek national officer candidacy a member must meet the requirements set by Tennessee and National TSA and receive approval from the State Delegation by a two-thirds (2/3) vote during officer elections.
    - v. Due to the nature of the offices, the nominations committee shall have the authority to prevent under-qualified students from becoming candidates.
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**Section 5 –Elections**

- A. State Officers shall be elected by a ballot vote by the voting delegates at the annual state conference.
  - B. An election will be held to select the Tennessee TSA State President.
    - i. A majority vote is required to elect the President if there are two or more candidates.
    - ii. If there are more than two candidates for the office of President and a majority is not reached on the first ballot, the candidate receiving the lowest number of votes shall be dropped and a second ballot vote will be taken, and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.
  - C. If there is only one candidate for the office of President, the candidate must receive at least a two-thirds (2/3) total votes from the votes cast. In this type of election, delegates may vote “Yes”, “No”, or may abstain. To be elected, a candidate must receive an affirmative two-thirds (2/3) vote from the total number of votes cast for that candidate by the delegates
  - D. After the presidential election has been held, all eliminated presidential candidates shall be placed in the officer pool. All eliminated presidential candidates and other candidates (the “officer pool”) will be submitted to the delegates for election of the other five offices.
  - E. In the election of the five officers other than president, delegates have five votes to cast. (If there are less than 5 total candidates in the officer pool, see paragraph H).
    - i. Delegates may cast no more than one vote per candidate. Any number of votes may be cast with a maximum of five yes votes for the candidates they wish to be on the state officer team.
    - ii. Each candidate shall be assigned a number on the ballot sheet. If a delegate wishes to vote yes for the candidate they shall mark the corresponding option on that candidate’s number. If a delegate does not wish to vote for the candidate they shall mark the corresponding option on that candidate’s number.
  - F. The five candidates with the top number of votes will be named Tennessee TSA State Officers.
    - i. The candidate receiving the most votes shall be Vice President, the second most votes shall be Secretary, the third most votes shall be Treasurer, the candidate receiving the fourth most votes shall be Reporter, and the candidate receiving the fifth most votes shall be Sergeant-at-Arms. (For the purposes of elections this shall be the order of officers.)
    - ii. A tie for any position among the five candidates receiving the most votes, or for which candidates constitute the top five will be decided by lot.
  - G. If there is only one candidate for President, and that person does not receive the required number of votes to be elected president, then all of the candidates will be placed into the general officer pool.
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- i. The candidate receiving the highest number of votes that indicated they are willing to serve as president on their application will be elected to the office of State President.
  - ii. The candidate with the next highest number of votes shall be Vice President; the second most votes shall be Secretary, and so on.
- H. If there are five or less candidates in the officer pool after the election of the President (unless there was only one candidate for President and they are not elected in which case there could be six in the officer pool), each candidate shall stand on their own and each must receive at least a vote of two-thirds (2/3) of the total votes cast.
- i. In this type of election, for each candidate, delegates may vote “Yes”, “No”, or may abstain. To be elected a candidate must receive an affirmative two-thirds (2/3) vote from the total number of votes cast for that candidate by the delegates.
  - ii. The candidate receiving the most “Yes” votes shall be Vice-President (President if six candidates), the candidate with the second most shall be Secretary (Vice President if six candidates), the candidate with the third most votes shall be Treasurer (Secretary if six candidates), and so on.
  - iii. A tie for any position among the five candidates receiving the most votes will be decided by lot.
- I. In the approval of National Officer Candidates, all candidates must receive a two-thirds (2/3) vote of the total votes cast by the delegates at the business meeting to be approved to run for National TSA Office.
- i. In this type of election, for each candidate delegates may vote “Yes”, “No”, or may abstain. To be approved a candidate must receive an affirmative two-thirds (2/3) vote from the total number of votes cast for that candidate by the delegates.
  - ii. This election shall be held after the election of the Tennessee TSA State Officer Team.

### **Section 6 – Vacancies**

The nominations committee may fill by appointment any vacancy occurring among the state officers for the unexpired term except the office of President, which shall be filled by the Vice President. If all six offices are not filled by the election procedures at the annual state conference, a special election shall be held with the following procedures:

- A. The Tennessee TSA State Advisor shall appoint a special election committee, consisting of the Technology Engineering Education Program Consultant; an outgoing Tennessee TSA State Officer who did not seek re-election; a TN TSA Chapter Advisor with no officers or candidates from their school; a chapter president who, while serving on this committee, has no state officers or state officer candidates from his/her chapter; and a past state officer.
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- B. The Tennessee TSA State Advisor shall develop a special election application that shall be available to all students who meet the qualifications for State Office.
- C. The special election committee shall determine which applicant is most qualified to fill the vacant state office.
- D. The vacant office shall be filled before the National TSA Conference.

### **Section 7 – Terms of Service**

A full state officer term is defined as follows: state officers' terms will begin at the close of the national conference after the state conference at which they were elected, and they will serve until the close of the following year's national conference. The newly-elected officers will serve as the Tennessee TSA State Officer Team-Elect while at the national conference of the year in which they were elected.

### **Section 8 – Officer Obligations**

State officers are required to follow the requirements listed on the State Officer Application. They must perform the duties of their office; attend required meetings; meet deadlines satisfactorily; follow Tennessee TSA rules and responsibilities; and act in a professional manner.

### **Section 9 – Removal from Office**

Failure to fulfill the obligations of a state office without legitimate cause will result in the removal from office by the state advisor and TEE program consultant. If an officer is removed from office for any reason, he/she will not be allowed to run for state office again.

## **ARTICLE V – MEETINGS**

### **Section 1**

The Tennessee TSA state conference will be held each year with the time, date, and place designated by the Tennessee TSA Executive Council.

### **Section 2**

Each chapter in attendance at the annual state conference will be entitled to two (2) votes. Each state officer and national officer (from Tennessee) in attendance will also have one (1) vote.

### **Section 3**

A majority of the registered voting delegates for the state conference shall constitute a quorum.

## **ARTICLE VI - EXECUTIVE COUNCIL**

### **Section 1**

The Tennessee TSA Executive Council shall consist of the state officer team, the State Advisor, and the TEE Program Consultant.

### **Section 2**

Meetings can be requested by the president and must be approved by the Tennessee TSA State Advisor.

### **Section 3**

A majority of the executive council members present shall constitute a quorum.

### **Section 4**

The Tennessee TSA Executive Council shall appoint standing and special committees as deemed necessary.

### **Section 5**

The Tennessee TSA Executive Council is the policy-making body for the administration of Tennessee TSA activities and programs.

## **ARTICLE VII - THE LOCAL TSA ADVISOR**

It is recommended that a technology engineering education teacher serve as a chapter TSA advisor; however, in cases where there is no such interested teacher, an advisor may be appointed by the school's principal. The appointed advisor would have all the rights and privileges of a regular advisor as long as that chapter has affiliated.

## **ARTICLE VIII - COUNCIL OF CHAPTER PRESIDENTS**

The Tennessee TSA Council of Chapter Presidents shall be a non-voting body of Tennessee TSA consisting of chapter presidents from each of the chartered local chapters. The Tennessee TSA Council of Chapter Presidents shall be chaired by the state Vice President. It shall be the duty of the Tennessee TSA Council of Chapter Presidents to promote the general welfare of Tennessee TSA through representative interaction among local TSA chapters. This council shall assemble at least once a year at the annual state conference.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern Tennessee TSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

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## **ARTICLE X - EMBLEM AND COLORS**

### **Section 1**

The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about one-third (1/3) the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion of the emblem is a red, rectangular shape, the same size as the bottom area, and contains the name of the state-Tennessee.

### **Section 2**

The colors of TSA shall be scarlet, white, and navy. Scarlet represents the strength and determination of the technology education students and teachers to obtain their goal. White represents high standards, morals, and religious beliefs. Navy represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technological world.

## **ARTICLE XI - MOTTO AND CREED**

### **Section 1**

The motto of the Technology Student Association will be "Learning to live in a technical world."

### **Section 2**

The creed of the Technology Student Association will be:

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals.

Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me and to be steadfast in my belief in my God, and my fellow Americans.

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## **ARTICLE XII - AMENDMENTS**

### **Section 1**

To amend or revise these bylaws, local chapters must submit proposed amendments to the Tennessee TSA President and the State Advisor. Proposals may be mailed or emailed, and must be signed by a chapter advisor and two members, and must be submitted at least ninety (90) days prior to the annual business meeting.

### **Section 2**

The Executive Council of Tennessee TSA will review all proposed amendments. The state advisor will submit all approved amendments to the local chapters at least thirty (30) days prior to the annual business meeting.

### **Section 3**

The proposed amendments must be approved by a ballot or roll call vote of two-thirds (2/3) of the chapter delegates present and voting at the annual business meeting.

### **Section 4**

Each affiliated chapter will be entitled to two (2) votes. Every state officer and national officer (from Tennessee) in attendance will also be given one (1) vote.

### **Section 5**

The state advisor of Tennessee TSA will be responsible for notifying the local chapters, in writing, about adopted amendments within sixty (60) days of the annual business meeting.

### **Section 6**

Amendments will become effective sixty (60) days after adoption unless a different time period is stipulated in the amendment.

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# *Fundraising*





## Fundraising 101: Where to Start

### Introduction

Fundraising is a key part of any Career and Technical Student Organization's (CTSO) program of work. In addition to helping to finance the local chapter, a fundraising activity can also provide many valuable learning experiences for students. From project management to forecasting profits, setting timelines, working in teams and being accountable for results, fundraising teaches many skills that will be needed on the job and in life.

The chapter officers should work with the advisor to determine the costs of chapter activities and conference travel. Next, the officers and advisor should determine what portion of the costs can be provided through student payment, a student activity fee, or other source of funding. The balance can then be raised through fundraising activities. It's a good idea to review the organization's budget with the principal or other school official to ensure that it aligns with school policies and procedures. Student input and participation is important, as the money raised is for their benefit. Fundraising ideas should be approved by the whole chapter.

### Understanding Fundraising Policies

It is important that you obtain a copy of any fundraising policies that apply to your school's chapter. School systems or school boards generally adopt policy statements to govern the management and control of student activity funds and how funds can be raised by students. Individual schools may also have their own policies. Such policy statements create parameters within which all student groups can operate effectively. Many schools have forms for organizers to fill out annually that specify the goal of the fundraiser, the type of activity, the time it will take, how the funds will be collected and the number of students involved. When planning an event, keep in mind that students or staff should never be coerced or compelled to participate in fundraising activities. Students may be rewarded for participation in a fundraiser, but they should not be penalized because of a refusal to participate in fundraising activities conducted on behalf of a school.

### Before Beginning a Fundraiser

- Check the local school fundraising policies and be sure each activity undertaken falls within the guidelines. It is a good idea to obtain written approval from the principal for any fundraising activity. Be sure to get approval in advance from the proper authorities. Depending on the type of project and the location, these authorities may include school system authorities, businesses, city/municipal agencies, etc.
  - Be sure to check with your school administration on any school policies or procedures for handling money and conducting fundraising.
  - Make sure to issue receipts for any goods provided to others and have a system to record all transactions.
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## **Fundraising Checklist**

- Obtain a copy of your school policy regarding fundraising.
  - Have students brainstorm ways to raise funds.
  - If choosing to sell goods, it is important that you collect all necessary information, including return policy of any unsold items.
  - Request necessary approval of any contracts for goods or services.
  - Be familiar with any school insurance available to protect against liability.
  - Require strict accounting of all funds handled.
  - Provide adult supervision for all fundraising activities.
  - Establish clear timelines and deadlines for the fundraiser.
  - Have students organize work teams so a few students don't do all of the work.
  - Plan for safety and monitor safe work practices during all activities.
  - Employ a code of conduct for students who are participating.
  - Inventory any ordered items prior to distributing to ensure all ordered items were received.
  - Establish deadlines for any money to be turned in.
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# *Additional Resources*





