

# Florida Technology Student Association

## Feb. 27-March 2, 2019

### State Conference & Competitions



FLORIDA TECHNOLOGY STUDENT ASSOCIATION AND  
FOUNDATION, INC.  
PO BOX 121614 MELBOURNE, FL 32912

November 14, 2018

**MEMORANDUM**

**To:** Chapter Advisors, Florida Technology Student Association

**From:** Richard Platt - Board Chair, Florida TSA

**Subject:** Annual State Conference and Competition

The Florida Technology Student Association and Foundation, Inc., (FL TSA) invites you to join us for the annual Florida State Conference and Competition scheduled for 2019, at the Doubletree by Hilton at the Entrance to Universal Orlando, located on Major Boulevard in Orlando, FL.

Students will have an opportunity to gather and network; demonstrate their knowledge and skills through competitive events; campaign for state office; and participate in a wide range of leadership development activities.

There are many details to consider in efficiently planning and successfully executing this conference, and with your support, both as volunteers and as attendees, we will be able to provide a fantastic experience for the students Florida TSA serves. Thank you in advance for your active involvement and participation – and good luck to you and your chapter in the events ahead! I look forward to meeting all of you and if you need additional information after reviewing this packet, please visit the Florida TSA website, at: <http://floridatsa.com/stateconference/> - or contact:

**FL TSA Executive Director**

Justin Lauer  
321.728.9732  
[tsa@justinlauer.net](mailto:tsa@justinlauer.net)  
PO Box 121614  
Melbourne, FL 32912

**FL TSA State Conference Manager**

Aubrey Hudson  
[ahfltsacm@gmail.com](mailto:ahfltsacm@gmail.com)

# DEADLINES & IMPORTANT DATES

**Nov. 16, 2018** Hotel Registration opens—**Please book early!**

**Jan. 25, 2019**

- **Deadline:** **State Officer Intent to Run Due.** Last day for State Officer applicants to email their intent to run for office to FL TSA Executive Director Justin Lauer, at: [tsa@justinlauer.net](mailto:tsa@justinlauer.net)
- **Deadline:** **Last day to enter participants in the State Conference Online Registration System.** Beginning Jan. 25, 2019, registration to add students will be in late mode, until Feb. 1, 2019 at 11:59 p.m. (Late mode will be charged at a \$10 higher rate in all categories. **Registration fees cannot be cancelled and are nonrefundable; please plan accordingly.**

**Jan. 30, 2019**

- **Deadline:** **Last day for late on-line registration event changes. Registration is CLOSED at MIDNIGHT on January 30th, 2019. No further additions, refunds, or cancellations to registration can be made after this time.**
- **Deadline:** **The following items must be mailed to the Florida TSA office, with a postmark deadline of January 30, 2019.**
  - o All Scholarships Applications
  - o Silver Achievement Award Documentation
  - o Technology Honor Society
  - o Advisor Volunteer form for Competitive Event Judging
  - o State Officer Applications
  - o National Officer Intent to Run Application
- **Deadline:** **The following items must be mailed to the Florida TSA office, with a postmark deadline of January 30, 2019.**
  - o Conference Registration Invoice & Payment
  - o Level III and IV Participant Form
  - o Alumni division dues & Conference Assistant Applications with \$30 refundable deposits

**Feb. 1, 2019**

- **Deadline:** **The following items must be mailed to the Florida TSA office, with a postmark deadline of Feb. 1, 2019.**
  - o State Officer Applications

**Feb. 5, 2019**

- **Deadline:** **Last day to make hotel reservations before rooms are released to the general public.** Rooms may sell out prior to this deadline and the hotel will handle reservations on a first come, first-served basis while room supply lasts.
- **Deadline:** **Website Design I /Webmaster II Submissions Due by 11:59 pm**
  - o Participants must submit their entry by email - the URL and advisor e-mail - to the appropriate coordinator **NO LATER 11:59 pm on February 5th, 2019**, to:
    - o Website Design Coordinator, Matt Wheldon: [mswebsite18@gmail.com](mailto:mswebsite18@gmail.com)
    - o Webmaster Coordinator, Suzanne Jarrell: [jarrells@manateeschools.net](mailto:jarrells@manateeschools.net)
    - o Please cc: Justin Lauer: [backuptsaemail@gmail.com](mailto:backuptsaemail@gmail.com)

# DEADLINES & IMPORTANT DATES

- **Deadline: Video Game Design I/Video Game Design II Submissions Due by 11:59 pm**

- o Participants must submit their entries by email – the URL and pdf with all required documentation **NO LATER than 11:59 pm on February 5th, 2019**, to:

- o Video Game Design I Coordinator, Pamela King: [msvideogamefl@gmail.com](mailto:msvideogamefl@gmail.com)

- o Video Game Design II Coordinator, Kris Swanson: [hsvideogame2@gmail.com](mailto:hsvideogame2@gmail.com)

- o Please cc: Justin Lauer: [backuptsaemail@gmail.com](mailto:backuptsaemail@gmail.com)

- **Deadline: Architectural Design, Submissions Due by 11:59 pm**

- o Participants must submit their entries by email – including the pdf with all required documentation **NO LATER than 11:59 pm on February 5th, 2019**, to:

- o Architectural Design, James Hines: [jhines6578@aol.com](mailto:jhines6578@aol.com)

- o Please cc: Justin Lauer: [backuptsaemail@gmail.com](mailto:backuptsaemail@gmail.com)

## Feb. 27th, 2019

- **Deadline: 3D Animation, Submissions Due by 11:00 pm**

- o Participants must submit their entries by email – including the pdf with all required documentation **NO LATER than 11:59 pm on February 27th, 2019**, to:

- o Architectural Design, James Hines: [3danimationfltsa@gmail.com](mailto:3danimationfltsa@gmail.com)

- o Please cc: Justin Lauer: [backuptsaemail@gmail.com](mailto:backuptsaemail@gmail.com)

\* PLEASE NOTE FILE SIZE, IF YOU ARE GOING TO UPLOAD AND SHARE DOCUMENT PLEASE INCLUDE INSTRUCTIONS ON HOW TO ACCESS FILE.

# **CONFERENCE OVERVIEW AND SCHEDULE**

# THE CONFERENCE AT A GLANCE

Florida Technology Student Association and Foundation, Inc. (FL TSA) is a career and technical organization operating under State Board of Education rules. This annual conference and competition is where students have a chance to showcase their hard work and efforts by competing in the many STEM related events offered at both the middle school and high school levels. This 'Conference Guide' includes everything you need to get ready for this year's conference, so please take time to carefully review the information. If you have affiliated your chapter for the 2017-2018 season, you should have already downloaded the 2017-2018 Middle School or the 2019-2020 High School Competitive Events Guide. Please be fully aware of rules, regulations, and specifications for the various events your students enter.

## FEES & REGISTRATION:

FL TSA uses an online registration system. Advisors will be responsible for entering their students' names and the various events the students plan to enter. Registration begins in November, and is open until January 25, 2019 at which time late registration will continue, with an additional charge of \$10 per person. Late registration continues until February 1st, 2019, closing at midnight, after which registration will close. Once registration has closed, the students and events listed in the online registration system cannot be changed. Once registration is open, you can visit the website for a link to the FL TSA State conference online registration website; information and a link to the online registration site can be also found at <http://floridatsa.com/stateconference/>

## ADVISORS & STUDENTS:

The conference registration fee is **\$70.00** per person for students and advisors. (Late registration is **\$80.00**.)

## ALUMNI AND CONFERENCE ASSISTANTS:

Alumni are required to complete a Conference Assistant Application and submit the application with a deposit of **\$30.00**. The deposit is refundable upon arrival at the hotel site. Applications will be reviewed and a determination will be made as to which alumni will be accepted to attend the State Conference as Conference Assistants. (Conference Assistants should not register in the online system. Their registration will be handled administratively.) Alumni not serving as Conference Assistants are welcome to attend with a chapter and should register as alumni with the chapter with which they will be attending. This arrangement would be subject to your local school/chapter advisor's acceptance. All checks should be made payable to Florida TSA.

## GUESTS AND/OR CHAPERONES:

The conference registration fee for guests and/or chaperones is **\$25.00** per person. (Late registration is **\$35.00**.) These registrations must be made by the Chapter Advisor under the affiliated school the guest or chaperone will accompany.

## JUDGES:

Judges that sign up and fulfill the judging requirements for one or more events will receive free conference registration, complementary meal ticket, and a free t-shirt. Judges will be required to select an event to judge at the time of online registration submission.

## NOTES:

Please be aware that due to meeting space requirements, Florida TSA assesses a fee of **\$25.00** per person for anyone electing not to stay at an officially designated conference hotel property. The only exception to this policy applies to those schools that reside within a distance of twenty-five miles from the hotel and are commuting from home on a daily basis. ***For information concerning hotel registration, please (Hotel and Registration Information) of this Guide.***

# DIVISIONS OF COMPETITION

The following is a breakdown of grade levels used to categorize competitive event entries:

**Level I:** Grades 6, 7, 8 (Middle School)

**Level II:** Grades 9, 10, 11, 12 (High School)

**Level III:** Grades 6, 7, 8 Exceptional Education Division (Middle School)

**Level IV:** Grades 9, 10, 11, 12 Exceptional Education Division (High School)

## GENERAL EDUCATION DIVISION (LEVEL I & II)

These levels are for students that fall under the “standard” educational path. Level I is the middle school division and Level II is the high school division. The ninth grade is to compete with the school in which it resides. Currently all Florida public school systems place the 9th grade in the high school. (This has not always been the case and may change again in the future.)

## EXCEPTIONAL EDUCATION DIVISION (LEVEL III & IV)

The purpose for this level is to allow students with disabilities to participate in all activities that Florida TSA offers. Examples of student who would qualify for these levels are students that are Deaf, Hard of Hearing; Autistic, Mentally Handicapped, Educable, Trainable, Severe; or Orthopedic or Visual Impaired, that cannot compete at Level I or II because of their need for modifications are eligible to compete at this level. These students would require modifications related to their handicap that would change the event making it unfair for them to compete at Level I or II. Students that are ESE, ESOL, or have IEP's do not automatically qualify for Level III or IV accommodations. Use discretion when determining the appropriate level of competition and as always, think of what's best for the student's overall success in life.

## REGISTRATION AND REQUIRED LEVEL III AND IV DOCUMENTATION:

Level III and IV entries must be registered via the online registration system; Level III events are located just below the Level I events and Level IV events are listed below the Level II events. In order to have the disability of a Level III or IV student considered when judging, the advisor must fill out the **Level III & Level IV Accommodations Form** and mail it to the Florida TSA office, with a postmark date of **January 25, 2019**. This form must be filled out for each event the student has entered, as judges will use this form to consider the student's need modifications while judging the entry. On the form, you need to include modifications that are needed to allow the student to compete.

## ACCOMMODATIONS:

Florida TSA may not be aware of the specific modifications that are required for individual students and will do whatever is necessary to make the activities accessible. It will be up to the advisor to make arrangements for their students. If there is something needful that Florida TSA may be able to provide, please contact Aubrey Hudson, State Conference Manager, at: [ahfltsacm@gmail.com](mailto:ahfltsacm@gmail.com).

## ITEMS TO CONSIDER:

- All Level I and II events will be offered to students qualifying to receive Level III and IV accommodations.
- Students may enter only one Level (I, II, III, or IV). Students should be encouraged to enter level I or II and only enter Level III or IV if their disability prevents them from competing in Level I or Level II without accommodations.
- Please note that some events require students to place in the top 3 at the State Conference to attend the TSA National Conference. Level III and IV students may not be allowed to represent Florida at the National Conference, because the National Conference does not have a Level III or IV Division. o Level III and IV students would not include students who require accommodations such as a signing **interpreter or large print, unless it changes the intent of the event.**

# FLORIDA TSA EXPECTATIONS & POLICIES

## BEHAVIORAL EXPECTATIONS & DISCIPLINE POLICY:

TSA prides itself in the good conduct of its members. Unbecoming conduct or violation of rules by an individual may result in: the individual being restricted from all activities and confined to the housing room and/or the loss of contest points for the chapter. In addition, any gross violation may result in the individual being sent home early. Minor violations will be referred to the chapter advisor for action. An independent discipline committee will decide penalties for gross violations. In an attempt to protect everyone involved in Florida TSA sponsored events, the following behavioral expectations and discipline policies have been established:

**1. Possession or usage of any weapon, alcohol, or controlled substance is as follows:** Florida TSA will enforce all existing state statutes (law) and school board policies concerning the possession of firearms, weapons, controlled substances including alcohol and tobacco and will notify the appropriate local authorities.

**2. Curfew:** There is a set curfew for each day of a conference. All students must be in their rooms at the time stated in the conference program. If a student is found outside of his/her room after curfew, the advisor will be notified by the adult head of security to pick up the student from the designated holding area. The student will be released only to the respective chapter advisor. Additionally, advisors should set a good example by not scheduling chapter activities after curfew.

**3. Balconies, Alcoves, Stairwells:** It is a felony in the State of Florida for debris or any item to be thrown from any upper level (i.e. balcony, alcove or stairwell.) "Debris of any kind being thrown will result in eviction of the entire room". Florida TSA will not make provisions for those who choose to violate Florida Law. In addition, all guests associated with a room eviction will be disqualified for the remainder of the conference and will forego eligibility of any and all awards. There will be no waiver from this agreement; therefore, it is strongly urged that all conference attendees are made aware of this agreement.

**4. Hats and Head Covering:** Head covering/gear is not to be worn inside the building.

**5. Name Badges:** Name badges must be worn at all times by students, advisors, alumni, guests and chaperones. No one will be allowed in the conference area without a name badge.

**6. Pool Facilities:** Students may use the hotel swimming pools if permitted by local school board policy, and only under the direct supervision of their advisor, or adult chaperone designated by the chapter advisor; the advisor/chaperone must be present on the pool deck.

**7. Stereos:** In order to maintain appropriate noise levels, students are not allowed to bring stereos with external speakers on conference property at any time.

**8. Hotel Rooms and Hallways:** Running, yelling or talking loudly, and slamming doors in hallways, corridors, lobbies, and meeting space will not be tolerated. Please keep in mind that FL TSA and its members are not the only guests staying at the hotel.

**9. Elevators:** utilize manners when entering elevators allowing guests to exit before entering.

**10. Cell Phones: Competitors are prohibited from bringing cell phones into event competitions. If a student/competitor has a cell phone in the event, it is ground for immediate disqualification and removal from the event.**

**11. All students and guests must be registered for the FL TSA State Conference and wear a valid name badge in order to access any sessions including the awards ceremony Any conference attendee (student or adult) may be removed from the conference for any reason deemed necessary by the Florida TSA Board of Directors Discipline committee.**

**Please Note:** *Students should not bring personal valuables such as expensive jewelry, electronic games, or excessive cash that could be lost or stolen.*



## GRIEVANCE PROCEDURE:

Rules Interpretation Panel Grievance forms can be found in the competitive events guides provided to each chapter by National TSA. For the sake of convenience, copies of the **Rules Interpretation Panel Grievance** form are available in both the **2019 State Conference Guide, Section Forms and Applications**, as well as at <http://floridatsa.com/documents/> in the Documents Library on the Florida TSA website. Advisors must print their own form, fill it out, and return it to the Conference Management Room. Forms will be turned over to the Executive Director. The Executive Director will meet with members of the Rules Interpretation Panel to review the grievance and make a final determination. Once a decision has been made, the advisor who submitted the form can pick up a written response in the Conference Management Room. Determinations are final. As long as we have contests with set rules and human judges, there will be disagreements in procedure, interpretation, and scoring procedures. The FL TSA Board, the Executive Director, and the Conference Manager work very diligently to avoid contest inconsistencies that lead to grievance procedures. **We ask that all of our members, advisors, chaperones, judges, and coordinators be professional and considerate of the volunteers and other personnel involved in the competitive events at all times.**

## TRAVEL & ELIGIBILITY REQUIREMENTS:

Travel for students must comply with all local School Board policies and FL TSA policies, (if stricter). Permission to Travel forms must be completed for each student and filed as per local School Board policy. Advisors must have, for ready reference, a name and telephone number for parental contact for each student. FL TSA requires there may be no more than 10 students per advisor or chaperone. Some county policies may require a lower student/chaperone ratio and such policies must be adhered to. Advisors are responsible for the security and safety of his/her students at all times. Curfew is set each day and students are to be in their rooms and quiet at the stated time in the conference program. Only adults and alumni members may be out of their rooms after Curfew. Advisors should be financially prepared for all possibilities while traveling.

Each TSA member who attends must have:

- a. An active membership status;
- b. the approval of the Florida TSA chapter advisor;
- c. the approval of the school administration;
- d. the approval of the parents or guardian;
- e. and a minimum GPA of 2.0.

## VOTING DELEGATES:

Although there is no limit to the number of student members who may attend from each chapter, each chapter shall be entitled to only two voting delegates. State officers have one vote each and do not count toward your chapter's two voting delegates. These delegates are the only members who may vote in the election and business meeting. Voting delegates from a chapter must be seated by the time and place stated in the conference program in order to receive full voting privileges. State officers must also be present at delegate seating for their own officer vote, and cannot serve as a chapter delegate.

*Note of explanation: FL TSA does not presume to tell chapter advisors how to run their chapters; however, voting delegates are generally student leaders who act as your chapter's representatives and should vote to represent your chapter's feelings on the issues and candidates. The "two votes" belong to your chapter's membership, not the two individuals selected to represent your chapter.*

## VEX INSTRUCTIONS

Each chapter can register up to two VEX teams of up to 6 members each. In addition to registering your team on our FL TSA registration page, you will need to register your team at the official VEX site. Please follow this link: <http://www.robotevents.com/robot-competitions-tsa>. This section will be updated with contact information as soon as we have a confirmed VEX Event Manager. In the interim, please contact the State Conference Manager, Aubrey Hudson, at: [ahfltsacm@gmail.com](mailto:ahfltsacm@gmail.com).

# ATTIRE

**Florida TSA will adhere to the National TSA Dress Code, which is as follows:** Chapter advisors, parents and chaperones are responsible for seeing that all TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. Competition Attire, General Session Attire, and Casual Attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, Alumni and guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. **Please note - all guests, including children, who attend the national TSA conference must comply with the TSA dress code. No flip-flops, halter tops, tank tops, or shorts are permitted for anyone at the general sessions.** Students must adhere to the TSA dress code requirements as listed: During general sessions, student members must wear **attire in accordance with the National TSA Dress Code**. Adults are expected to dress appropriately. TSA contestants must refer to the National TSA Conference Competitive Events Guide for specific attire requirements for individual events. Headsets should not be worn by students, alumni, or advisors while in Competition or General Session Attire in conference areas such as competitive events, general sessions, and hotel lobbies.

## COMPETITION ATTIRE (MOST FORMAL)

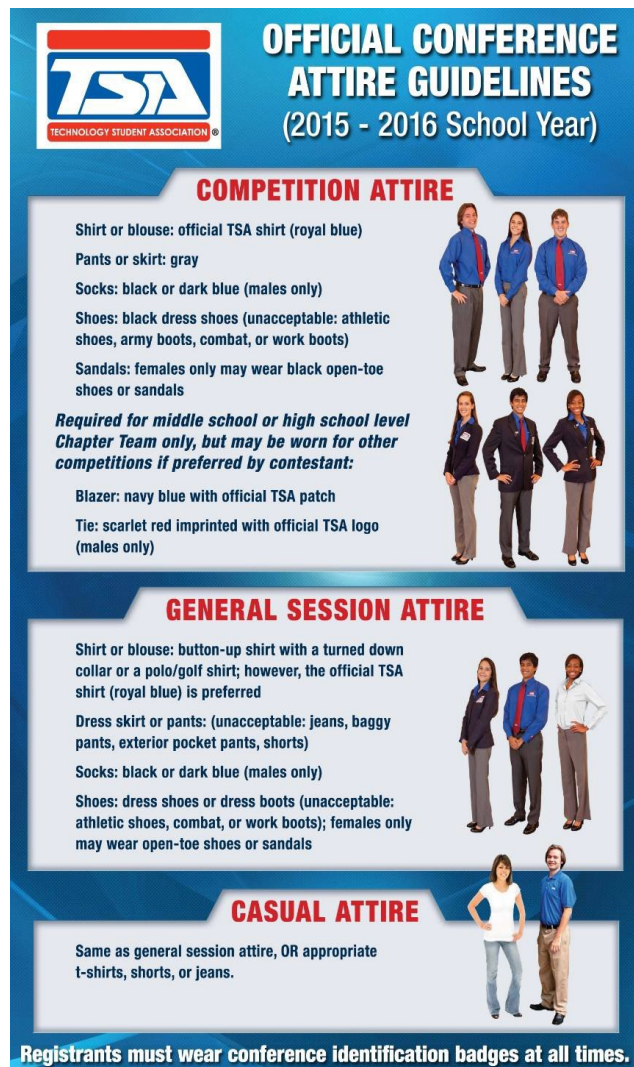
- o Blazer: navy blue with official TSA patch sewn on properly
- o Tie: scarlet red imprinted with official TSA logo (males only)
- o Shirt/Blouse: official TSA shirt, royal blue
- o Pants or skirt: gray
- o Socks: black or dark blue (males only)
- o Shoes: black dress shoes (unacceptable: athletic shoes, army boots combat, or work boots)
- o Sandals: females only may wear black open toe shoes or sandals

## GENERAL SESSION ATTIRE (LESS FORMAL)

- o 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.
- o Dress skirt or pants (unacceptable: jeans, baggy pants, exterior pocket pants, shorts)
- o Socks: black or dark blue (males only)
- o Shoes: dress shoes or dress boots (unacceptable: athletic shoes, combat, or work boots); females only may wear black open-toe shoes or sandals

## CASUAL ATTIRE (LEAST FORMAL)

- o Same as General Session Attire, OR appropriate t-shirt, shorts, and jeans.



**OFFICIAL CONFERENCE ATTIRE GUIDELINES (2015 - 2016 School Year)**

**COMPETITION ATTIRE**

Shirt or blouse: official TSA shirt (royal blue)  
Pants or skirt: 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  
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.**

## OUTSIDE OF COMPETITION

When not in a competition or TSA scheduled event, you will be required to abide by your school's dress code policy. In addition, if you are found wearing items that are deemed offensive, gang related, or inappropriate, you may be asked to change into something that better represents Florida TSA and its membership. (Short shorts and tank tops will NOT be allowed.) Please remember that you represent Florida TSA, your advisors, school, administration; as well as your parents, and most importantly of all – yourself! You're a member of a great organization that produces exceptional leaders. We expect you to use great judgment at all times.

## OTHER HELPFUL CONFERENCE FORMS

### EVENT PROPOSAL INFORMATION

As technology changes and technology education attempts to keep pace and reflect these changes, new TSA events are added, some are revised, and others are dropped. TSA chapter advisors, state advisors, and others are encouraged to submit proposals for new events. Follow the directions on this form carefully if you have an interest in proposing a new event. Proposals must be submitted by August 14, 2019 in order to be considered for the next middle and high school guides. (The **Event Proposal Information** form can be found in the *State Conference Guide, Section Forms and Applications*, as well as at <http://floridatsa.com/documents/> in the Documents Library on the Florida TSA website.)

### EVENT REVISION SUGGESTION

As TSA expands in membership, and participation in competitive events increases, parts of some competitive events may need revision. Also, whenever guidelines are misinterpreted, they are revised for better clarity. TSA encourages input so that competitive events continue to improve. (The **Event Revision Suggestion** form can be found in the *State Conference Guide, Section Forms and Applications*, as well as at <http://floridatsa.com/documents/> in the Documents Library on the Florida TSA website.)

### PLAN OF WORK

The **Plan of Work** is a necessary form for many of the Competitive Events, and provided in the Middle and High School Competitive Events Guides. If, for whatever reason, an additional blank **Plan of Work** form is needed, it can be found at <http://floridatsa.com/documents/> in the Documents Library on the Florida TSA website.

### STUDENT COPYRIGHT CHECKLIST

The **Student Copyright Checklist** is a necessary form for many of the Competitive Events, and provided in the Middle and High School Competitive Events Guides. If, for whatever reason, an additional blank **Student Copyright Checklist** form is needed, it can be found as at <http://floridatsa.com/documents/> in the Documents Library on the Florida TSA website.

### SCHEDULE BY DAY AND COMPETITIVE EVENT

**PLEASE SEE DRAFT MATRIX. PLEASE NOTE THAT THIS IS TENTATIVE.**

**HOTEL  
INFORMATION  
AND ROOM  
RESERVATIONS**

# HOTEL REGISTRATION

Each year, in addition to getting your students ready for State Conference, (on top of all of your regular duties as a teacher or administrator) there is a plethora of paperwork you must read, understand, and sort through. Hotel registration is usually fraught with confusion, and due to changes to both personnel at the Doubletree Hilton, and to their registration policy, we have designed a more comprehensive “guide” to help streamline the registration process, and hopefully answer many questions in advance.

## THE MOST IMPORTANT THING YOU CAN DO WHEN BOOKING THIS YEAR: BOOK EARLY!

**BOOK EARLY!** Hotel Registration closes on Feb. 5th, 2018 and every year, the date FL TSA State Conference registration closes is the day the hotel receives the majority of our registration requests. As a consequence, we may end up with some schools needing to stay off site if we have more reservation requests than we have rooms reserved; at this point, it is too late to negotiate for additional room blocks if the rest of the hotel is sold out during our conference dates. Indeed, this happened to four of our chapters last year. Florida TSA blocks enough rooms to accommodate our group based on participation from the last conference; however, our numbers change from year to year, making it impossible for us to always predict attendance. The earlier you book, the better able we are to monitor our rooming block and ensure that there is space for everyone!

## NOTES ON HOTEL POLICY/STAFF CHANGES:

- The most important change is to the reservation payment policy; **RESERVATIONS MUST BE PRE-PAID IN FULL BEFORE ARRIVAL – THEREFORE, PAYMENT IS REQUIRED BEFORE CHECK-IN.** Checks are to be mailed to the hotel with your **Hotel Rooming List** and **Tax Exempt Form** (if applicable), but they will NOT hold your Room Block without a credit card on record. For school submitting *CHECKS*, there is an option on the Credit Card Authorization Form to provide a *CREDIT CARD* and select “**Hold Only – will be provided School Check for full amount prior to arrival.**”

- Our new contacts at the hotel for are as follows:

**#1. - Group Reservations Manager: Frank Azzarello – [frank.azzarello@hilton.com](mailto:frank.azzarello@hilton.com)**

**#2. - Group Coordinator and Planner: Michael Rabone – [Michael.Rabone2@hilton.com](mailto:Michael.Rabone2@hilton.com)**

- The Doubletree Hilton is no longer utilizing the eFax; they have reverted back to their traditional fax machine, and the number has been updated on all forms. The new fax number is **407-206-1759**. The hotel still insists on using a fax to receive a least part of your reservation request, because it is against their internal policies to receive financial information – i.e. the Credit Card Authorization Form, via email. You also have a better chance of having your reservation recorded via the “time stamp,” because the hotel staff seems to use the time received via fax to set the order of precedence they process the reservation requests. This becomes especially important the last few days of registration, when the hotel is running out of space, and we are in danger of schools possibly having to stay off site!
- There are two versions of the Hotel Rooming List to choose from this year; the first is the **HOTEL ROOMING LIST (TRADITIONAL PDF) FORM** that the DoubleTree by Hilton has always provided, in which you fill out your room list assignments, scan the list into the computer, and email it back to the hotel. The NEW option provided by the hotel is the **FTSA RAPID RESERVATION SPREADSHEET**. Each Chapter Advisor needs to determine what option works best for their situation; however, I will not be able to assist with interpretation and data entry in the spreadsheet. If it doesn’t make sense to you, please use the traditional PDF option that the hotel has provided us in the past.

## RESERVATIONS:

1. The Doubletree Hilton at the Entrance to Universal Orlando provides three forms for registration:
  - **Group Reservation Form** - email to GROUP RESERVATIONS MANAGER
  - **Hotel Rooming List** - email to GROUP RESERVATIONS MANAGER
  - **Credit Card Authorization Form** - **MUST FAX to 407-206-1759 – PLEASE DO NOT EMAIL THIS FORM!**
2. If your school qualifies for Florida Tax Exemption, payment for the full amount of all rooms must be in form of check or credit card belonging to the SCHOOL or EDUCATIONAL INSTITUTE, with the tax-exempt number documentation accompanying the **Hotel Rooming List** - either a scanned copy by email or physical copy by postal mail.
3. **PAYING BY CHECK**
  - **Group Reservation Form** - email to GROUP RESERVATIONS MANAGER Frank Azzarello, at: [frank.azzarello@hilton.com](mailto:frank.azzarello@hilton.com).
  - **Hotel Rooming List** - email to GROUP RESERVATIONS MANAGER Frank Azzarello, at: [frank.azzarello@hilton.com](mailto:frank.azzarello@hilton.com). You may use the **HOTEL ROOMING LIST (TRADITIONAL PDF) FORM** OR try the **FTSA RAPID RESERVATION SPREADSHEET**. Make sure to attach a copy of your FL Tax Exemption Certificate, if applicable.
  - **FL Tax-Exemption Certificate** – Attach a scanned copy of this form to the email with the **Hotel Rooming List**, or send a physical copy when you mail in your payment to the hotel.
  - Payment is due upon emailing your **Hotel Rooming List** to the hotel. Please mail the full payment to the following address: **The Doubletree by Hilton at the Entrance to Universal Orlando • 5780 Major Boulevard • Orlando, FL 32819.**
  - **Credit Card Authorization Form** – Only fill out this form if you plan to hold your block of rooms with a credit card while waiting for your check to be mailed in and processed. Be sure to circle the “*Hold Only – will be provided School Check for full amount prior to arrival*” option. **PLEASE DO NOT EMAIL THIS FORM! IT MUST BE FAXED TO 407-206-1759.**
4. **PAYING BY CREDIT CARD**
  - **Group Reservation Form** - email to GROUP RESERVATIONS MANAGER Frank Azzarello, at: [frank.azzarello@hilton.com](mailto:frank.azzarello@hilton.com).
  - **Hotel Rooming List** - email to GROUP RESERVATIONS MANAGER Frank Azzarello, at: [frank.azzarello@hilton.com](mailto:frank.azzarello@hilton.com). You may use the **HOTEL ROOMING LIST (TRADITIONAL PDF) FORM** OR try the **FTSA RAPID RESERVATION SPREADSHEET**. Make sure to attach a copy of your FL Tax Exemption Certificate, if applicable.
  - **FL Tax-Exemption Certificate** – Attach a scanned copy of this form to the email with the **Hotel Rooming List**.
  - **Credit Card Authorization Form** - **MUST FAX to 407-206-1759 – PLEASE DO NOT EMAIL THIS FORM!** Fax the completed **Credit Card Authorization Form** to **407-206- 1759**. Please note that the credit card will be charged the amount indicated on the form once the rooming list has been entered. A receipt will be emailed to you.
5. **KEEP RECORDS: MOST IMPORTANT PIECE OF INFORMATION – YOUR CONFIRMATION NUMBER.** We have also included the record keeping fields below, in case you wish to have another area in which to jot down the listed information.

## RECORD KEEPING:

RESERVATION EMAIL SENT DATE/TIME: \_\_\_\_\_

FAX RECEIVED DATE/TIME: \_\_\_\_\_

PAYMENT MADE (credit) / MAILED (check) DATE: \_\_\_\_\_

**CONFIRMATION #:** \_\_\_\_\_

## HOTEL ADDRESS:

Doubletree by Hilton at the Entrance to Universal Orlando • 5780 Major Boulevard • Orlando, FL

# ADDITIONAL HOTEL INFORMATION

## ROOM OPTIONS/RATES:

1. Double/Double rooms: \$145/night
2. King rooms: \$145/night. All king rooms have a King bed and sleeper sofa sleeping 4 people.
3. Suites: There are various configurations of suites available at higher rates. If you are interested in a suite, please contact Frank Azzarello at [frank.azzarello@hilton.com](mailto:frank.azzarello@hilton.com) or fax 407-206-1759. **Suites are available on a firstcome, first-served basis.**

## PARKING:

Unlimited in/out privileges with daily parking fee:

- o **\$11.00 • Self-Parking - CARS/MINIVANS** (9 Passenger Vehicles) per vehicle/per day
- o **\$25.00 • GROUP BUSES/MOTOR COACHES:** per bus/daily
- o **CASH PAYMENT IS REQUIRED DIRECTLY TO THE VALET SERVICE UPON RETRIEVING VEHICLES.**

## CHECK-IN: AFTER 4:00 P.M.

Upon check-in, please have your students begin to unpack your vehicles at the front of the hotel, while ONLY the head advisor for your chapter checks your group in at the front desk. A packet will be waiting for you there. Following these procedures will ensure a speedy check-in process, and move the buses through quickly.

## CHECK-OUT: BY 11:00 A.M.

It is the responsibility of each Advisor to check rooms for debris and/or damage before checkout. There will be a \$50 charge per room if any room is left abnormally untidy upon checkout.

## AMENITIES:

Students may use the hotel swimming pool if permitted by local school board policy, and only under the direct supervision of their advisor or an adult chaperone designated by the chapter advisor; the advisor/chaperone must be present on the pool deck.

- o Pool and Jacuzzi – (Open daily: 6am–11pm)
- o Business Center – (24hrs)
- o Self Service Laundry – (Open daily: 5am–11pm)
- o Gift Shop – (Open daily: 7:30am–10pm)
- o Fitness Center – (24hrs)

## FAMILIES & GUESTS:

This year, there is the possibility that Florida TSA will be instituting a new seating policy during the awards ceremony. If you have parents or family members that would like to come for the awards ceremony, please encourage them to register for the conference to be able to be seated with your team. If they need accommodations, please book their rooms **now** under the FL TSA rooming block. Only those registered for the conference will have priority seating! All others will be allowed into the ballroom once those registered for the conference have been seated. We will seat all guests registered for the conference (with a name badge and wristband) first. If overflow seating is necessary, those not registered will be seated in an area **outside of the ballroom, and will be seated LAST.**

## NOTES:

Due to meeting space requirements, Florida TSA assesses a fee of **\$25.00** per person for anyone electing not to stay at an officially designated conference hotel property. The only exception to this policy applies to those chapters that reside within a distance of twenty-five miles from the hotel and are commuting from home on a daily basis.

## FOOD OPTIONS:

All participants are responsible for their own food options; each chapter is responsible for their own food arrangements. This year, for your convenience, we have compiled a list of on-site and nearby food options. **(Florida TSA makes no guarantees as to the existence or availability of these establishments at the time of the conference.)**

## ON-SITE DINING AT THE DOUBLETREE BY HILTON (LOCATED ON LOBBY LEVEL):

- o **Carnivale - (Open daily: 4pm–12am)** A full service restaurant with an exciting festival vibe featuring a menu of culinary delights sure to tempt your taste buds. Located in the main lobby.
- o **Lakeside Pool Bar – (Open Tues-Sun 12-5pm)** Enjoy light fare at the Lakeside Pool Bar. Operating seasonally from March 1 to October 1.
- o **Pompanos Restaurant – (Open daily: 6:30am–11:30am)** Enjoy a delicious American Breakfast Buffet or your favorite lunch fare - salads, sandwiches & seafood specials.
- o **Palm Court Deli - (Open daily: 11:30am–11:30pm)** Enjoy family snacks - Pizza Hut, Krispy Kreme, sandwiches, cool refreshments & ice cream.
- o **Starbucks Cafe - (Mon-Sat: 6am–3pm; Sun 6am-1pm)** Starbucks Cafe located in the lobby of our hotel, features specialty coffees, with a wide variety of fresh pastry's to choose from daily.

## UNIVERSAL CITYWALK ORLANDO FOOD OPTIONS

### 0.8 MILES FROM HOTEL:

- o The Toothsome Chocolate Emporium and Savory Feast Kitchen™
  - o Jimmy Buffet's® Margaritaville®
  - o Hard Rock Café®
  - o Bubba Gump Shrimp Co.™
  - o NASCAR Sports Grill
  - o Pat O'Brien's®
  - o Emeril's® Restaurant Orlando
  - o The Cowfish® Burger and Sushi Bar
  - o Antojitos Authentic Mexican Food
  - o Red Oven Pizza Bakery SM
  - o Hot Dog Hall of Fame®
  - o Vivo Italian Kitchen
  - o Bob Marley—A Tribute to Freedom SM
  - o NBC Sports Grill
- New 'Top of the Walk Food' Court Features:
- o Bread Box Handcrafted Sandwiches
  - o Menchie's Frozen Yogurt
  - o BK Whopper Bar
  - o Moe's Southwest Grill
  - o Panda Express Grill
  - o Fusion Bistro Sushi
  - o Coldstone Creamery
  - o Starbucks
  - o Cinnabon
  - o Fat Tuesday

### FOOD OPTIONS WITHIN WALKING DISTANCE FROM HOTEL:

- o Burger King - 5624 Vineland Rd, Orlando, FL 32819 (0.5 Miles – 9 min walk)
- o Border Grill Fresh Mex - 5695 Vineland Road, Suite A, Shoppes of Cypress Creek, Orlando, FL 32819 (0.5 Miles – 11 min walk)
- o Carrabba's Italian Grill - 5701 Vineland Rd, Orlando, FL 32819 (0.5 Miles – 10 min walk)
- o Domino's Pizza – 5389 S Kirkman Rd, Orlando, FL 32819 (0.5 Miles – 10 min walk)
- o Golden Corral - 5535 S Kirkman Rd, Orlando, FL 32819 (0.3 Miles – 6 min walk)
- o Hooters - 5300 S Kirkman Rd, Orlando, FL 32819 (0.6 Miles – 12 min walk)
- o IHOP - 5203 Kirkman Rd, Orlando, FL 32819 (0.6 Miles – 13 min walk)
- o Junior Colombian Burger - 5389 S Kirkman Rd, Orlando, FL 32819 - (0.5 Miles – 10 min walk)
- o KFC - 5173 S Kirkman Rd, Orlando, FL 32819 (0.7 Miles – 13 min walk)
- o Kobe Japanese Steakhouse - 5605 S Kirkman Rd, Orlando, FL 32819 (0.3 Miles – 5 min walk)
- o McDonald's - 5400 S Kirkman Rd, Orlando, FL 32819 (0.5 Miles – 10 min walk)
- o Miller's Ale House - 5573 S Kirkman Rd, Orlando, FL 32819 (0.3 Miles – 6 min walk)
- o TGI Friday's - 5933 Caravan Court, Orlando FL 32819 (0.1 Miles – 3 min walk)
- o Waffle House - 5350 S Kirkman Rd, Orlando, FL 32819 (0.5 Miles – 10 min walk)
- o Wendy's - 5503 Major Blvd, Orlando, FL 32819 (0.6 Miles – 12 min walk)

### QUESTIONS, COMMENTS, & CONCERNS:

Aubrey Hudson, State Conference Manager | email: [ahfltsac@gmail.com](mailto:ahfltsac@gmail.com)



**SCHOLARSHIPS  
AND  
RECOGNITION**

## FLORIDA TSA SCHOLARSHIP APPLICATION FORM

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Address:

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---

Current Florida TSA Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Plan to attend State Conference: Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Years in TSA: \_\_\_\_\_

Circle: Male / Female / I wish not to identify

Present School:

\_\_\_\_\_

Address:

---

---

College or University where accepted or attending:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Area of Study:

\_\_\_\_\_

Do you plan to pursue a job in technology education?

\_\_\_\_\_

I certify that I meet the eligibility requirement as outlined in Florida TSA policy.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

### **HIGH SCHOOL SENIORS:**

Three (3) letters of recommendation must accompany this application from the following individuals: 1. advisor; 2. school administrator; and 3. another of your choice. An official transcript from your high school, resume, and a letter of acceptance from a college or university (if available) are also required. This application with required attachment will enable a high school senior to be up for consideration for all available FL TSA scholarships. Finalists will be assigned an interview time at the Florida State Conference and Competition. Winners will be announced at the State Conference awards ceremony.

# FRANK ZEITLER FUTURE EDUCATOR SCHOLARSHIP

## ELIGIBILITY:

Any Florida high school senior who has completed one year's membership and is a current Florida TSA member with a GPA of at least 3.0, who has been accepted by a college or university with the intention of majoring in education with special consideration made for majors in technology education. If no high school senior applies or is found eligible, the scholarship may be made available to a current Florida TSA alumnus who is planning to attend or is currently enrolled in Technology Education with the intention of studying and teaching Technology Education. If no scholarship is awarded, the Florida TSA Board of Directors has the option of awarding two scholarships the following year.

## SCHOLARSHIP AMOUNT:

The scholarship amount shall be limited to a maximum of \$1,000.00 per student per year.

## REQUIRED INFORMATION:

The Executive Director of FL TSA will submit the names and resumes of eligible individuals to the Florida TSA Board of Directors.

The resume shall include the following information:

- o Number of years affiliated with Florida TSA
- o List of Technology Education courses completed
- o Other organizations/affiliations
- o Official titles and offices held
- o Awards and recognition received within and outside TSA
- o Experience - i.e., jobs, volunteer service, etc.
- o A written explanation of the applicant's career goals as a Technology Education teacher and the role Florida TSA has had in that decision.

## INTERVIEW:

Applicants must be present for interview purposes at the State Leadership Conference. The FL TSA Board of Directors will determine the composition of the interviewing committee. Completed applications should be sent to:

Justin Lauer  
Executive Director  
Florida TSA and Foundation, Inc.  
PO Box 121614  
Melbourne, FL 32912  
Additional information: [tsa@justinlauer.net](mailto:tsa@justinlauer.net)

# DR. RALPH V. STEEB SCHOLARSHIP

## ELIGIBILITY:

Any Florida high school senior who has completed one year's membership and is a current Florida TSA member with a GPA of at least 3.0, who has been accepted by a college or university with the intention of studying Technology Education or another technology related area.

If no high school senior applies or is found eligible, the scholarship may be made available to a current Florida TSA alumnus who is planning to attend or is currently enrolled in Technology Education or a technology related area. If no scholarship is awarded, the Florida TSA Board of Directors has the option of awarding two scholarships the following year.

## SCHOLARSHIP AMOUNT:

The scholarship amount shall be limited to a maximum of \$1,000.00 per student per year.

## REQUIRED INFORMATION:

The Executive Director of FL TSA will submit the names and resumes of eligible individuals to the Florida TSA Board of Directors.

The resume shall include the following information:

- o Number of years affiliated with Florida TSA
- o List of Technology Education courses completed
- o Other organizations/affiliations
- o Official titles and offices held
- o Awards and recognition received within and outside TSA
- o Experience - i.e., jobs, volunteer service, etc.
- o A written explanation of the applicant's career goals and how Florida TSA has influenced his/her goals

## INTERVIEW:

Applicants must be present for interview purposes at the State Leadership Conference. The FL TSA Board of Directors will determine the composition of the interviewing committee. Completed applications should be sent to:

Justin Lauer  
Executive Director  
Florida TSA and Foundation, Inc.  
PO Box 121614  
Melbourne, FL 32912  
Additional information: [tsa@justinlauer.net](mailto:tsa@justinlauer.net)

# FLORIDA TECHNOLOGY & ENGINEERING EDUCATORS ASSOCIATION (FTEEA) SCHOLARSHIP

## **ELIGIBILITY:**

Any Florida high school senior who has completed one year's membership and is a current Florida TSA member with a GPA of 3.0, who has been accepted by a college or university with the intention of studying a technology related area or technology education.

## **SCHOLARSHIP AMOUNT:**

The scholarship amount of \$250 shall be awarded to one male student and one female student who is currently a TSA member in attendance at the annual state conference.

## **REQUIRED INFORMATION:**

The name and resume of eligible individuals will be submitted to the Florida TSA PO Box.

The resume shall include the following information:

- o Number of years affiliated with Florida TSA
- o List of Technology Education courses completed
- o Other organizations/affiliations
- o Official titles and offices held
- o Awards and recognition received within and outside TSA
- o Experience - i.e., jobs, volunteer service, etc.
- o A written explanation of your career goals and how Florida TSA has influenced them

## **INTERVIEW:**

Applicants must be present for interview purposes at the State Conference. Completed applications should be sent to:

Florida TSA  
PO BOX 121614  
Melbourne, FL 32912

# HINES SCHOLARSHIP FOR GRAPHICS ARTS MAJORS

## **ELIGIBILITY:**

Any Florida high school senior who has completed one year's membership and is a current Florida TSA member with a GPA of 3.50, who has been accepted by a college or university with the intention of earning a degree in graphic arts, or graphic design technology.

## **SCHOLARSHIP AMOUNT:**

The scholarship amount of \$250 shall be awarded to one student who is currently a TSA member in attendance at the annual state conference.

## **REQUIRED INFORMATION:**

The name and resume of eligible individuals will be submitted to the Florida TSA PO Box.

The resume shall include the following information:

- o Number of years affiliated with Florida TSA
- o List of Technology Education courses completed
- o Other organizations/affiliations
- o Official titles and offices held in TSA
- o Award summary of State and National TSA top 3 finishes
- o Awards and recognition received within and outside TSA
- o Experience - i.e., jobs, volunteer service, etc.
- o A written explanation of your career goals in engineering and how Florida TSA has influenced them

## **INTERVIEW:**

Applicants must be present for interview purposes at the State Conference. Completed applications should be sent to:

Florida TSA  
PO BOX 121614  
Melbourne, FL 32912

# JUSTIN LAUER ENTERPRISES SCHOLARSHIP FOR ENGINEERING MAJORS

## **ELIGIBILITY:**

Any Florida high school senior who has completed one year's membership and is a current Florida TSA member with a GPA of 3.75, who has been accepted by a college or university with the intention of earning a degree in engineering.

## **SCHOLARSHIP AMOUNT:**

The scholarship amount of \$250 shall be awarded to one student who is currently a TSA member in attendance at the annual state conference.

## **REQUIRED INFORMATION:**

The name and resume of eligible individuals will be submitted to the Florida TSA PO Box.

The resume shall include the following information:

- o Number of years affiliated with Florida TSA
- o List of Technology Education courses completed
- o Other organizations/affiliations
- o Official titles and offices held in TSA
- o Award summary of State and National TSA top 3 finishes
- o Awards and recognition received within and outside TSA
- o Experience - i.e., jobs, volunteer service, etc.
- o A written explanation of your career goals in engineering and how Florida TSA has influenced them

## **INTERVIEW:**

Applicants must be present for interview purposes at the State Conference. Completed applications should be sent to:

Florida TSA  
PO BOX 121614  
Melbourne, FL 32912

# FLORIDA TSA MIDDLE SCHOOL AWARD FORM

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

\_\_\_\_\_

Current Florida TSA Member: Yes \_\_\_ No \_\_\_

Plan to attend State Conference: Yes \_\_\_ No \_\_\_

Number of Years in TSA: \_\_\_\_\_

Circle: Male / Female / I wish to not identify

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

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

\_\_\_\_\_

Technology Honor Society: Yes \_\_\_ No \_\_\_

Achievement Award Level: Bronze: \_\_\_ Silver \_\_\_ Gold \_\_\_

TSA Chapter Offices Held: \_\_\_\_\_

TSA State Conference Results: \_\_\_\_\_

\_\_\_\_\_

TSA National Conference Results: \_\_\_\_\_

\_\_\_\_\_

Do you plan to continue as a TSA member in High School: Yes \_\_\_ No \_\_\_

I certify that I meet the eligibility requirement as outlined in Florida TSA policy.

\_\_\_\_\_

Applicant's signature

Date

## **MIDDLE SCHOOL 8th Graders:**

Letters (2) of recommendation must accompany this application form from the following: 1) advisor; 2) another of your choice. An official transcript from your school and a resume along with this application will enable an 8th grader to be eligible for this \$50 award. Up to 4 will be awarded based on the number of qualified candidates. Winners will be announced at the State Conference awards ceremony.



# SCHOLARSHIPS OFFERED BY NATIONAL TSA

National TSA offers one scholarship opportunities to its members. Let's make this the year that Florida TSA students submit the most applications for consideration!

## SCHOLARSHIPS AVAILABLE TO TSA STUDENT MEMBERS

**[Please see tsaweb.org](http://tsaweb.org) for deadline on the William P. Elrod Scholarship**

This memorial scholarship is made available through funds dedicated by the TSA, Inc. Board of Directors to the memory of William P. Elrod, a founding father of TSA, from Madison, Kansas. Mr. Elrod, who died in 1990, was known for his longstanding leadership and involvement with TSA. Donations to the William P. Elrod Memorial Scholarship fund have been set up as an endowment. The amount awarded for this scholarship is \$2,500.

*More information can be found on the national TSA website at <http://www.tsaweb.org/Student-Scholarships>.*

**STATE OFFICER  
CANDIDATE  
INFORMATION AND  
NATIONAL OFFICER  
INTENT TO RUN**

# NATIONAL OFFICER– NOTIFICATION OF INTENT TO RUN

*This form must be brought to and turned in at conference registration check-in. Interviews will be scheduled at that time.*

I, \_\_\_\_\_, have followed and meet the guidelines listing in both the state conference packet and on the national website regarding TSA National Officer Candidacy. Below are the signatures of myself and my supporting sponsors.

Officer Candidate: Running for office of TSA National: \_\_\_\_\_

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

By signing this form, I am stating that I have read and understand the requirements of a National Officer. I understand my role in assisting the above mentions candidate from campaign through fulfillment of the one-year commitment of an elected National Officer.

Parent/Guardian:  
\_\_\_\_\_  
Print Name Date

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

School Level Administrator: (of school attending during year of office)  
\_\_\_\_\_  
Print Name Date

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

Chapter Advisor: (current year)  
\_\_\_\_\_  
Print Name Date

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

Chapter Advisor: (of school attending during year of office)  
\_\_\_\_\_  
Print Name Date

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

\_\_\_\_\_  
Print Name Date

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

**State Officer Application**  
**Application Packet Must Be Postmarked by February 1, 2019 To:**  
**Justin Lauer, FL TSA Executive Director**  
**PO Box 121614**  
**Melbourne, FL, 32912**

**State Officer Candidates Must:**

1. Be an active member of an affiliated TSA chapter.
2. Have held an office in a local chartered TSA chapter.
3. Have a 3.0 or higher weighted or unweighted GPA.
4. Maintain a positive and "good standing" with Parents/Guardians, School, and Advisors.

**State Officer Candidates Must Submit the Following By 2/1/2019:**

1. Completed Application with Appropriate Signatures
2. One Letter of Recommendation: Teacher, Advisor, Coach, Administration etc...
3. A Resumé
4. Official and unopened school transcript.

*Applications will be reviewed and approved applicants will be notified. All submitted materials become property of Florida TSA. Prospective candidates must attend the mandatory candidate meeting at the State Conference (Location & Time TBA in Conference Program).*

**No late or incomplete applications will be accepted!**  
**No exceptions!**  
**Make yourself a copy of this application, and then mail in the original!**

**State Officers are expected to attend all FL TSA functions, which include but are not limited to the following events. Failure to attend any of the following events in their full duration may result in removal from State Office.**

- May 2019, State Officer Meeting (Date & Location TBA)
- August 2019, State Officer Meeting (Date & Location TBA)
- November 2019, FL TSA Leadership Conference (Date & Location TBA)
- November 2019, State Officer Meeting (Date & Location TBA)
- February 2020, FL TSA State Conference (Date & Location TBA)

**It is highly recommended that State Officers also attend the following National TSA function:**

- 2020 National TSA Conference, June 22-26, in Atlanta Georgia

**Required Readings:**

Florida TSA Bylaws, Creed, State Officer Code of Conduct, Duties and Responsibilities, and the Guidelines. Applicants are responsible for all information covered in the bylaws, for the documents found in this package, and for having a basic understanding of the mission and the goals of Florida TSA and National TSA.

## **Officer Candidate Profile**

Candidate's Name:

State Officer Position Sought:

Parents/Guardians Names:

Home Address:

Home Phone:

Cell Phone:

Current School:

Applicant Birth Date:

Advisor(s) Name(s):

Applicant Age:

Advisor's Phone Number:

Email Address:

Advisor's Email:

## **Student Education**

Student GPA (Verified signature below):

Guidance Counselor/Administrator Signature:

Guidance Counselor/Administrator Name:

Guidance Counselor/Administrator Office Phone:

Number of Years Enrolled in a Tech Ed Course (include middle school):

Course Titles:

Number of years nominee has been a member of TSA:

List chapter, district, and state offices held, recent to past, including dates:

List all extracurricular activities aside from TSA:

## Candidate Approval Signatures

\_\_\_\_\_  
(Student Name)

### Chapter Recommendation:

As the advisor for the named student, I am aware of his/her desire to run for state office for the Florida Technology Student Association and fully understand the commitment and expected travel involved. I believe this student is ready and agree to support him/her if elected.

\_\_\_\_\_  
Name of candidate's current advisor

\_\_\_\_\_  
Advisor E-mail

\_\_\_\_\_  
Advisor Phone Number

\_\_\_\_\_  
School name

\_\_\_\_\_  
Signature of Candidate's Current Advisor

\_\_\_\_\_  
Date

### Receiving Chapter Recommendation:

I understand that the above named student, at \_\_\_\_\_  
School, has intentions to run for State Office in the Florida Technology Student Association. It has been brought to my attention that he/she, if elected must attend the Florida TSA Leadership Training Workshop (2 Days), the State Conference (2 Days), and the FL TSA State Officer Meetings (2 Days). I understand that there will be a minimum of 6 (six) school days that will require release from school. I support this student's nomination.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Principal

**Parent/Guardian Recommendation:**

By signing below, I understand, accept, and agree to all terms, information, and conditions set forth in this application. I understand that by the decision of the State Department of Education, state officers are not permitted to drive themselves to and from state meetings and functions. I am aware that it is the responsibility of the state officer to provide their own means of transportation to and from meetings and functions. I further profess that all information given throughout this application to be true and accurate to my knowledge.

---

Parent/Guardian Signature

Date

---

Name of Parent/Guardian

**Release Authorization of Grade Records**

I authorize the release of my child’s grade records as requested by Florida TSA. We release Florida TSA from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Florida TSA for the purpose. I authorize Florida TSA to contact schools and other sources to obtain information to support the application and our student’s term of office.

---

Parent/Guardian Signature

Date

---

Name of Parent/Guardian

**Release Authorization for Photo & Website:**

I understand my child will be attending the Florida Technology Student Association (“TSA”) Annual State Conference and Competitions and campaigning for a state office, February 27- March 2, 2019. I also understand that my child’s photo and submitted campaign statement will be published on the Florida TSA website as well as printed in the conference program. By signing below, I give permission for the above information to be published and distributed.

---

Parent/Guardian Signature

Date

---

Name of Parent/Guardian

## Florida TSA Officer Election and Campaign Policies

1. FL TSA State Officers are to be elected by majority vote of the voting delegates at the State conference and consists of President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-arms.
2. The FL TSA State Officer Advisor/Board Member will review all applications to ensure all requirements have been met.
3. If there is a vacant office an announcement of the vacant office(s) will be made at the General Session. Following the Business Meeting and Elections, remaining candidates have the opportunity to interview for the vacant office with the FL TSA Board Appointment Committee and the State Officer Advisor. The vacant appointment will be announced at the Closing Awards Ceremony.
4. All completed application will be given to the Executive Director to be placed in storage at the completion of the Annual State Conference and Competitions.
5. If the office of President is vacant, the newly elected Vice President will be appointed and interviews will be held according to the procedures established above for the office of Vice President.
6. Candidates will present themselves to the general membership at the State Conference Opening General Session.
7. Candidates are allowed a specific amount of time (2 Minutes) for campaign Speeches.
8. No one, other than the candidate, may participate in his/her campaign speech in any way.
- 9. All campaign speeches must be pre-approved. February 1, 2019, is the final day speeches will be reviewed. Email Amanda Clark, State Officer Advisor, at: [Amanda.m.clark@gmail.com](mailto:Amanda.m.clark@gmail.com) and cc: Justin Lauer, at [tsa@justinlauer.net](mailto:tsa@justinlauer.net).**
10. Campaign materials (buttons, pins, pencils, pamphlets, etc.) are allowed, however, candidates are responsible for ensuring that handout materials do not cause litter or safety problems. No posters, banners, etc., may be adhered to the walls of the conference site/hotel(s) or be free standing.
11. All State Officer Candidates will be provided with a standard size campaign table to use to display his/her campaign materials. All materials for decorating their table will be provided by the candidate. No electricity will be provided. It is unacceptable for State Officer Candidates to distribute campaign materials in any location other than the designated area. This includes all general sessions and all regular competitive event sessions.
12. You can not begin campaigning for office until after the opening ceremony and that includes utilizing social media platforms, everything posted on social media must be appropriate, respectful, and courteous.

---

Officer Candidate Signature

---

Date

---

Parent/Guardian Signature

---

Date



## **State Officer Guidelines**

It is the responsibility of all FL TSA State Officers to conduct themselves in a proper, business like manner at all times during their term of office. Failure to follow the Officer Code of Conduct and/or Duties and Responsibilities may result in removal from Office.

### **Travel**

A central meeting point will be determined to provide chaperoned travel for the State Officer's transportation to and from the central meeting point will be the responsibility of the Parent, Legal Guardian or Advisor of the State Officer. The central meeting point will be determined by the State Officer Advisor based on the most reasonable economic and geographic location. The Parent or Legal Guardian may provide an optional mode of transportation to the final destination and bypass the central meeting point. Any additional expense of the optional mode will be covered by the parent or legal guardian. Legal responsibility for the state officer will be assumed by the State Officer Advisor(s) at the final destination and will include only the duration of the final destination.

### **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 shall adhere to the dress code requirements as listed below.

#### **Official TSA Attire**

- Navy Blue Blazer with official TSA patch sewn on correctly.
- Tie: Scarlet red imprinted with official TSA logo (Males only)
- Shirt/Blouse: Official TSA shirt
- Pants or Skirt: Gray
- Socks: Black or Dark Blue Dress Socks
- Shoes: Black Dress Shoes (Unacceptable: Athletic shoes or Work Boots)
- Sandals: Black Open Toe shoes or sandals (Females only)

#### **Casual TSA Attire**

- TSA State Officer Polo
- Slacks: Khaki
- Nice Tennis

#### **Personal Appearance**

- Appearance must be nice & professional at all times.
- Hair must be all one color and have a business like appearance.
- No hats will be worn when representing TSA.
- Professional make-up/nail polish will be worn when representing TSA.

## Results of Violation

Immediate expulsion from conference, workshop, executive council meeting, etc. will result from the following (**Note-** Immediate expulsion from an activity will also result in removal from office):

1. Possession of alcoholic beverages or narcotics of any form possessed 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.

**At the discretion of the FL TSA Board of Directors Appointment Committee, State Officers may be removed from office for one or more of the following reasons:**

1. Failure to uphold the conduct and/or duties and responsibilities of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations, or to act in a professional manner.
4. Failure to meet appropriate deadlines without satisfactory explanation.

**State Officers receive partial financial support by Florida TSA and are fully expected to attend each of the required conferences/meetings for the full duration of their term. Failure to comply with attendance for reasons other than family emergency (with parent notification) is a violation of officer conduct.**

## Florida TSA Officer Code of Conduct

1. During term of office, maintain a weighted or unweighted G.P.A of 3.0 or higher.
2. Be a member of an affiliated TSA Chapter. In the event that an Officer is attending a school with no TSA affiliation, the student will have 6 weeks to establish an affiliated chapter per National TSA guidelines.
3. Will check e-mails, asana, and google drive weekly and respond in a timely fashion.
4. Will attend online meetings, as necessary.
5. All officers are expected to attend and be on time to all meetings and events during the year.
6. All officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their families, or upon Florida TSA.
7. Behavior not conducive to a business environment is impermissible. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with nonconference individuals or activities that endanger self or others.
8. At any function sponsored by TSA, all officers, participants and guests shall abide by the dress code.
9. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel rooms or building.
10. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Officer Advisor(s), and an advisor must be present during these visits.

11. All officers will be in their own rooms by designated curfew and will not leave the room after curfew.
12. Officers shall keep the State Officer Advisor informed of their activities and whereabouts at all times.
13. Accidents, injuries, or illnesses must be reported to the State Officer Advisor when they occur.
14. Officers must always travel with a group (never alone) and should not go into hotel stairwell alone, areas that are poorly lit, or areas that have light pedestrian traffic.
15. Florida TSA Medical Release Forms are required for all activities.
16. The Florida TSA Executive Committee reserves the right to dismiss any officer from the team if they are in violation of any rules and regulations.
17. Officer, delegates, or alumni shall possess no alcoholic beverages, narcotics, or firearms in any form, at any time, under any circumstances.
18. Use of tobacco products is prohibited by all officers.
19. The officers will attend all State sponsored meetings and other meetings as called by the Florida TSA State Officer Advisor.
20. Officers found to be deceitful will be reprimanded.

### **Duties and Responsibilities of a FL TSA State Officer**

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 come duties and responsibilities.

**Duty is defined, as “the conduct, obedience, loyalty, and submission required of an officer.” Responsibility is “the reliability and moral accountability for duties expected of an officer.”**

Failure to uphold the duties and responsibilities of a Florida TSA State Officer may result in removal from office. Together, duty and responsibility convey the conduct and performance appropriate to all Florida TSA State officers. Regardless of which office you hold your duties and responsibilities as a State TSA officer obligate you to do the following:

1. Understand the mission, goals, and bylaws of Florida & National TSA.
2. Understand the National Community Service & LEAP Initiatives
3. Understand the TSA Creed and know it from memory.
4. Communicate in an effective manner with your State Officer Team & State Officer Advisor.
5. Be familiar with the organizational structure and policies of Florida TSA.
6. Understand and correctly use Parliamentary Procedure and memorize appropriate ceremonies.
7. Attend all meetings. No exceptions.
8. Be prepared to conduct meetings and serve as a speaker.
9. Be loyal to Florida TSA.
10. Help other officers accomplish their tasks, and accomplish everything you commit to.
11. Practice good speaking and writing skills as you represent the State association.
12. Be helpful, respectful, and responsible to all people.

### **Parent & Student Agreement**

“We” (officer and parent/guardian) fully understand the Florida TSA Code of Conduct and the Duties and Responsibilities of a Florida TSA State Officer and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

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Officer Candidate Signature

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Date

---

Parent/Guardian Signature

---

Date

# BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION AND FOUNDATION, INC.

## ARTICLE I OBJECT

The object of the Foundation is set forth in Article III, Purpose, of its Articles of Incorporation.

## ARTICLE II BOARD OF DIRECTORS

**Section 1 Consistent with Article IV of the Articles of Incorporation, voting members of the Board of Directors shall include:**

- (a) The President of the Florida Technology Student Alumni Division;
- (b) Other voting members appointed by the State Program Director for Technology Education through the selection process as described in Section 4.
- (c) The majority of voting members shall be former or active advisors of Florida Technology Student Association chapters who are members in good standing, with dues paid, and State and National TSA affiliation, if appropriate.

**Section 2 Ex-officio (non-voting) members of the Board shall include:**

The elected or appointed President of the Florida Technology Student Association; The highest ranking National Officer of the Technology Student Association from the State of Florida The State Program Director for Technology Education, as appointed by the Florida Department of Education; The FL TSA Executive Director; The FL TSA Conference Managers, other ex-officio members as recommended by the State Program Director for Technology Education or the Chairman of the Board of Directors and approved by majority of the Board.

**Section 3 Terms of Office**

- (a) Membership year for the Board of Directors shall run for two (2) years from May 1st to April 30th or until such appointments are made, with the exception of the Alumni President and Student Officer(s), whose appointment will run for one (1) year;
- (b) Each year, no less than 1/3 and no more than 2/3 of the Board of Directors will be appointed.

**Section 4 Selection of Board**

- (a) A selection committee shall be chosen by the Chairperson and confirmed by a majority of voting members of the Florida TSA, Board of Directors.
- (b) The Selection committee will solicit and review applications, and by majority vote, submit the names for appointment to the State Program Director for Technology Education. The committee may consist minimally of the following individuals: a. Chairperson for the Florida TSA Board of Directors; b. State Program Director for Technology Education or his designee; c. a current TSA Advisor; d. a Business Representative; and e. the Executive Director of FL TSA. The State Program Director or his designee will serve as the Chairperson of the committee and will only vote to break a tie.

## ARTICLE III OFFICERS

**Section 1** The officers of the Corporation shall be: the Chairman, Secretary, and Treasurer. These officers

shall be elected from the Board of Directors at the first meeting of the membership year.

**Section 2** Nominations shall be made from the floor. The Board members shall elect, by ballot, the officers for a term of one (1) year. The terms of office shall be upon election and continue until their successors are elected.

**Section 3** Officers shall perform the duties provided in this section and such other duties as they are prescribed for the office in these Bylaws, in the adopted parliamentary authority, in the standing rules, or as assigned by the Board of Directors.

**(a) The Chairman shall** be the Chief Executive Officer and official spokesman of the Florida Technology Student Association and Foundation, Inc.; appoint committees subject to approval of the Board of Directors; subject to Board approval, sign contracts as required; be authorized to sign checks. **The Secretary shall** record minutes of all meetings of the Corporation Board of Directors; furnish a copy of the minutes to each member of the Board and to other persons directed by the Chairman not more than thirty (30) days after each meeting subject to Board approval, sign contracts as required. **The Treasurer shall** be custodian of all funds and serve as Chairman of the Budget and Finance Committee; make a financial report to the Board of Directors at each meeting and at other times when requested by the Chairman of the Board of Directors; submit semiannual financial reports at both Florida Technology Student Association conferences; be authorized to sign checks; keep records in accordance with all State and Federal statutes.

**Section 4** Vacancies in office shall be filled by election at any regular or special meeting of the Corporation.

#### ARTICLE IV MEETINGS

**Section 1** There will be a minimum of two (2) meetings each year to facilitate the planning of student activities. The Chair may call special meetings. The Secretary or other board members with voting rights, with the approval of the majority of the board may call a special meeting. Four (4) weeks notification by mail, email, or telephone must be given for any meeting.

**Section 2** A quorum shall be a majority of the members of the Board of Directors with voting rights.

#### ARTICLE V COMMITTEES

**Section 1** Committees, standing or special, shall be appointed by the Chairman of the Board of Directors as deemed necessary to carry on the work of the Corporation. The Chairman shall be an ex-officio member of all committees.

**Section 2** The following Committees are suggested for consideration:

**Budget and Finance Committee:** this committee shall be responsible for conducting an annual audit of the financial records of the Florida Technology Student Association and Foundation, Inc., as well as preparing budget information including a proposed budget for the board's consideration.

**Program Committee:** this committee shall be responsible for the program at the State Leadership Conference.

**Judges Committee:** this committee shall be responsible for securing judges for the State Leadership Conference contests.

**State Officers Training Program Committee:** this committee shall be responsible for coordinating a program for officer training.

**Membership Committee:** this committee will be responsible for planning and implementing a program to increase and/or maintain membership.

#### ARTICLE VI NATIONAL LIAISONS

**Section 1** The Executive Director shall be the State Advisor of Florida TSA, Inc. as approved by the majority of the Board. The Board does retain the option to select a different person for designation of State Advisor with the understanding that there are certain responsibilities attached to the title.

**Section 2** The TSA Corporate Member shall be the Chair of the Florida TSA, Inc. Board. Should the chair choose not to accept this responsibility, the board would be free to elect someone of their choice for the responsibility. Anyone accepting the title understands that there are responsibilities attached to the title.

**Section 3** In the event of no approved State Advisor or Corporate Member, the appointment will be referred to a selection committee. The committee shall make recommendations to the board within thirty (30) days of its creation.

#### **ARTICLE VII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Corporation 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 Corporation may adopt.

#### **ARTICLE VIII AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the Corporation by an affirmative vote of two-thirds (2/3) of all voting Board members. The amendment must be submitted in writing.

## **BYLAWS OF THE FLORIDA TECHNOLOGY STUDENT ASSOCIATION**

#### **ARTICLE I NAME**

**Section 1** The official name of this organization shall be the Florida Technology Student Association and may be referred to as Florida TSA.

#### **ARTICLE II PURPOSE**

**Section 1** The purposes of the Association are:

- (a) To assist local chapters in the growth and development of Florida TSA.
- (b) To assist local chapters in the growth and development of TSA.
- (c) To assist local chapters in the development of leadership and citizenship in social, economic, scholastic, and civic activities.
- (d) To increase the knowledge and understanding of our industrial technological society.
- (e) To assist technology education/industrial arts students in the making of informed and meaningful occupational choices.
- (f) To promote the formation and maintenance of Florida TSA chapters within all Technology Education programs in Florida.

#### **ARTICLE III ORGANIZATION**

**Section 1** Florida TSA is an Association of chartered local chapters within the State of Florida.

**Section 2** The administration of Florida TSA will be vested in the Florida TSA Board of Directors.

**Section 3** Each school shall be limited to one charter. A school with grades seven (7) through twelve (12) may affiliate as two schools; a middle school and a senior high school, provided all 9th grade students be placed in only one level.

#### **ARTICLE IV MEMBERSHIP**

**Section 1** Membership in Florida TSA shall be through the chartered local chapters of this State Association.

**Section 2** Florida TSA will be chartered as a member of TSA Incorporated upon approval of the Board of Directors of TSA, Incorporated.

**Section 3** Classes of membership which shall be recognized by Florida TSA shall be: Active, Associate, Alumni, Professional, Honorary/Honorary Life Member.

**Section 4** Active members shall be students who are presently or previously enrolled in STEM (Science, Technology, Engineering, and Mathematics) programs and are enrolled during the current academic year in a school whose grade levels fall within the range of Kindergarten through twelve (K-12). An active member shall pay dues as established, hold a state office, participate in state competitive events or projects, serve as a voting delegate, or otherwise represent their Association as may be approved.

**Section 5** Associate members shall be students who have displayed an interest in Technology Education or Florida TSA. An associate member shall pay dues as established by Florida TSA. Associate members shall not have the right to vote, hold office, or participate in competitive events.

**Section 6** Alumni members shall consist of those individuals who have completed a Technology Education or Industrial Arts program, (have been a former active or associate Florida TSA member) and who have graduated from or left school. Alumni members shall not have the right to vote or hold office.

**Section 7** Professional members are those persons engaged in education, business, or industry who have an interest in Florida TSA and in the welfare of Technology Education. Professional members shall not have the right to vote or hold office.

**Section 8** 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 Florida TSA Board of Directors, and shall be exempt from annual dues.

**Section 9** The membership year shall be August 1 to July 31.

#### ARTICLE V VOTING

**Section 1** Local chapters of Florida TSA will exercise their voting privileges through voting delegates at the annual State Leadership Conference.

**Section 2** Each chartered local chapter in attendance will be entitled to two (2) voting delegates.

**Section 3** Each state officer will be entitled to one (1) vote in addition to their chapter's votes.

**Section 4** Delegates lose all voting privileges during any absence from the floor.

#### ARTICLE VI ELECTION OF STATE OFFICERS

**Section 1** All candidates for state office must have held an office in a local chartered chapter.

**Section 2** All candidates seeking state office shall mail in with registration for state conference their application for office by the deadline for registration, including:

(a) A letter of intent to seek state office. This letter shall be signed by his/her chapter advisor attesting to scholastic achievement and conduct. It shall also be signed by his/her parent or guardian attesting to their knowledge of intent to seek state office.

(b) A resume containing the candidate's qualification and past history.

(c) In case an office is not filled by election at the annual meeting, the Florida TSA Board of Directors will appoint a member to fill the office.

**Section 3** All candidates for state office shall declare which office they are seeking before the first general session at the annual State Conference.

**Section 4** Each candidate must present himself/herself to the assembly.

**Section 5** Each candidate will be provided with two (2) minutes to present himself/herself to the assembly.

**Section 6** State officers shall be elected by delegates who have been selected by the local chapters.

**Section 7** Each local chapter is entitled to two (2) delegates for the purpose of electing officers and transacting business of Florida TSA.

**Section 8** Any member may not hold the office of state president for two years in succession.

**Section 9** Election of officers shall be by secret ballot of the voting delegates. In the event a candidate is running unopposed, voting may be a voice vote to accept the candidate by a vote of acclamation.

**Section 10** Graduating seniors are not eligible to be elected to a state office.

**Section 11** Not more than two (2) members may run for, be elected to or appointed to state office from any one chapter for a particular membership year.

## ARTICLE VII MEETINGS

**Section 1** A Florida TSA State Conference shall be held each year and this shall serve as the official annual meeting.

**Section 2** The Florida Technology Student Association & Foundation, Inc. Board of Directors shall designate the time and place of the annual meeting and shall be empowered to call special meetings.

**Section 3** In the event that no state officer is qualified to act as a parliamentarian, the Florida Technology Student Association & Foundation, Inc. Board of Directors may appoint a parliamentarian for the purpose of assisting in conducting the annual meeting.

**Section 4** In all meetings, unless otherwise addressed, Robert's Rules of Order, Newly Revised, shall serve as standard procedure.

## ARTICLE VIII STATE OFFICERS

**Section 1** Officers of Florida TSA shall consist of the following:

President: preside at and conduct the State Leadership Conference according to parliamentary procedures, represent the Association as a member of the State Board of Directors; shall send a "Message from the President" to the state Reporter for inclusion in the state newsletter; chair the Florida delegation at the national TSA conference. Vice President: it shall be the duty of the Vice President to serve in any capacity as directed by the President and to accept the responsibility of the President as occasion may demand. Secretary: it shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings at the State Leadership Conference to the State Reporter for inclusion in the state newsletter. Treasurer: it shall be the duty of the Treasurer to serve in any capacity as directed by the President; to report to the assembly at the State Leadership Conference the financial information for inclusion in the state newsletter. Reporter: It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for publication in TSA publications, professional magazines and journals, newsletters and other news media; to contact chartered chapters concerning news items for publication; to act as student editor for the State Program Director. 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; in the event that a Parliamentary is not appointed, the Sergeant-at-Arms will assist in conducting all meetings according to parliamentary procedure as set forth by Robert's Rules of Order, Newly Revised; and to introduce any guests present at the State Leadership Conference.

**Section 2** These officers shall be elected by a majority vote of the voting delegates in attendance at the annual State Leadership Conference.

**Section 3** Officers elected at the State Leadership Conference will hold office from August 1 through July 31.

**Section 4** If a state officer is elected to National TSA office; he/she shall relinquish his/her post at the state level.

**Section 5** If a state officer is unable to fulfill his/her duties that state officer will be replaced subject to ratification of the Board of Directors.

## SECTION IX DUES

**Section 1** Dues for the Florida Association shall be paid by each active member of the local chapter in order

for the local chapter to become affiliated with the Florida Association.

**Section 2** The FL TSA Board of Directors shall set the amount of state dues for all categories.

**Section 3** The amount set by the Board of Directors of TSA as national dues shall be set aside from the amount collected as state dues.

**Section 4** Each local chapter shall determine the amount of dues to be collected for use by the local chapter.



**Section 5** An annual report of finances shall be provided to any chartered chapter upon request.

**Section 6** All materials and equipment purchased by Florida TSA shall belong to Florida TSA.

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

**Section 1** The emblem of Florida TSA and its colors shall be the same as those adopted by National TSA with the exception that the word "Florida" may be added to the top blue section of the field.

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

**Section 1** The motto and creed of Florida TSA shall be the same as those adopted by National TSA.

#### **ARTICLE XII OFFICIAL DRESS**

**Section 1** Members shall comply with the dress code as established by National TSA and/or any policy dictated by the Board of Directors."

#### **ARTICLE XIII CODE OF ETHICS**

**Section 1** Florida TSA Code of Conduct shall be:

- (a) Respecting the rights of others.
- (b) Respecting the property of others.
- (c) Practicing courtesy at all times.
- (d) Being honest and sincere.
- (e) Being conscious of our personal appearance and dressing appropriately.
- (f) Taking pride in our Association and its work.
- (g) Controlling self, behavior and language.
- (h) Respecting the other person's opinions and being tactful with any criticism.
- (i) Demonstrating good sportsmanship and fair play in all competitive activities.
- (j) Sharing educational experiences with others.

**Section 2** Every participant shall acknowledge and adhere to all rules at Florida TSA sponsored events.

**Section 3** Responsibility for individual actions ultimately becomes the responsibility of the entire chapter.

**Section 4** Disciplinary actions, when necessary, will be taken according to Florida TSA Board of Directors Policy.

#### **ARTICLE XIV RULES, REGULATIONS, AND BYLAWS**

**Section 1** Such rules, regulations and Bylaws as are seen necessary for the proper conduct of this organization shall be adopted.

**Section 2** Any matter not specifically covered by these Bylaws may be addressed by Board of Directors in the form of a Policy. These policies when properly recorded and circulated to all chapters will be binding.

**Section 3** No rules, regulations, Bylaws, or policies shall be adopted which are contrary to these Bylaws.

#### **ARTICLE XII AMENDMENTS**

**Section 1** These Bylaws may be amended by a two-thirds (2/3) vote of approval by delegates at the annual meeting.

**Section 2** These Bylaws may be amended by a two-thirds (2/3) vote of approval by the Board of Directors at any meeting which is open to the general membership.

**Section 3** Proposed amendments to these Bylaws must be submitted to each affiliated chapter 30 days prior to consideration.

**Section 4** Approval shall be by two-thirds (2/3) of the voting delegates present.

**Section 5** If adopted, the amendment or amendments will take effect upon adjournment of the annual meeting in which it is presented for approval.

# THE TSA CREED

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.

# THE TSA MOTTO

Learning to lead in a technical world.

# FLORIDA TSA STATE CONFERENCE POLICIES & PROCEDURES, DRESS CODE & DISCIPLINE POLICY CONTRACT

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate TSA attire is required for all attendees, advisors, members, and guests as stated on the schedule. Please refer to Section II of this Guide for details pertaining to the Dress Code and FL TSA Discipline Policy. Please have each of the student attendees read the guidelines as previously noted, and sign below.

I have read and fully understand the Policy and Procedures, Dress Code, and Discipline Policy, and I agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.

1. \_\_\_\_\_ 17. \_\_\_\_\_
2. \_\_\_\_\_ 18. \_\_\_\_\_
3. \_\_\_\_\_ 19. \_\_\_\_\_
4. \_\_\_\_\_ 20. \_\_\_\_\_
5. \_\_\_\_\_ 21. \_\_\_\_\_
6. \_\_\_\_\_ 22. \_\_\_\_\_
7. \_\_\_\_\_ 23. \_\_\_\_\_
8. \_\_\_\_\_ 24. \_\_\_\_\_
9. \_\_\_\_\_ 25. \_\_\_\_\_
10. \_\_\_\_\_ 30. \_\_\_\_\_
11. \_\_\_\_\_ 31. \_\_\_\_\_
12. \_\_\_\_\_ 32. \_\_\_\_\_
13. \_\_\_\_\_ 33. \_\_\_\_\_
14. \_\_\_\_\_ 34. \_\_\_\_\_
15. \_\_\_\_\_ 35. \_\_\_\_\_
16. \_\_\_\_\_ 36. \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

**DOCUMENT #1 – Bring this document to the conference, and turn in at conference registration**

# FLORIDA TSA STATE CONFERENCE AUTHORIZATION FOR PHOTO RELEASE 2019

I understand my child will be attending the Florida Technology Student Association (TSA), Annual State Conference and Competition at the Doubletree by Hilton at the Entrance to Universal Orlando, in Orlando, FL. I also understand that my child's picture could be taken and used in a promotional publication, on the Florida TSA website, or for other official FL TSA usage. ***By leaving this form blank and NOT responding with a signature below, I am giving permission for my child's photograph to be used for such purposes.***

Student Name: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE TO ADVISORS:** Please note the change in this year's State Conference Photo Authorization Form. A signature is no longer required if permission is granted. A signature is required if permission is *revoked*. It is your obligation to communicate with your parents and determine parent preferences with regards to photo usage. In addition, please respect your school and/or district's policies pertaining to photo & A/V usage. Additionally, if a parent does not wish to have their child's photos used for official TSA usage, you (the advisor) need to make FL TSA personnel aware of this during the registration check-in, as well as provide a copy of this document signed by the parent revoking authorization for photo release.

**DOCUMENT #2 – If applicable, please bring copies of this document to the conference, and turn in at conference registration check-in.**

# LEVEL III & IV ACCOMMODATIONS FORM

**Completed form must be mailed with required postmarks to the FL TSA office by January 30, 2019!**

The purpose for this level is to allow students with disabilities to participate in all activities that Florida TSA offers. Examples are students that are Deaf, Hard of Hearing; Autistic, Mentally Handicapped, Educable, Trainable, Sever; or Orthopedic or Visual Impaired. Students that cannot compete at Level I or II because of their need for modifications are eligible to compete at this level. These students would require modifications related to their handicap that would change the event, making it unfair for them to compete at Level I or II. Students that are ESE, ESOL, or have IEP's do not automatically qualify for Level III or IV accommodations. Use discretion when determining the appropriate level of competition, and as always, think of what is best for the student's overall success in life.

Participant Name: \_\_\_\_\_

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

Level:            III            IV

Accommodations/Event Modifications Requested:

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I state that the above student needs special accommodations, which make it unfair for him/her to compete in the traditional Level I or Level II divisions.

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

---

School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

---

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

THINKING ABOUT BEING A CHAPERONE OR GUEST? SIGN UP TO BE A JUDGE, AND TAKE ADVANTAGE OF THE FREE CONFERENCE REGISTRATION FOR JUDGES!

## FLORIDA TSA STATE CONFERENCE JUDGE APPLICATION INFORMATION

Technology education students in grades 6-12 will compete in leadership and skill contests at the Doubletree by Hilton, at the Entrance to Universal Orlando. This is a statewide conference of the Florida Technology Student Association. The responsibilities involved in conducting the conference require a large number of judges. Each event requires a minimum of three judges – and some events are divided into two parts consisting of preliminary and semi-finalist components. Judging involves rating student performance and projects with predetermined checklists.

### ONLINE STATE CONFERENCE JUDGE APPLICATION

You will be asked for your first and last name; a mobile phone number; email address; which event you would prefer to judge; other events you would consider judging; availability for March 2-4 – whether all day, or only morning, afternoon, or not available; how you heard about us; and finally, shirt size! Judges that sign up and fulfill the judging requirements for one or more events will receive free conference registration, as well as a complimentary meal voucher and a free t-shirt! If you still need have any questions, please contact:

**Jonathan Quinter, State Conference Judge Manager**

e: [judgemanager@floridatsa.org](mailto:judgemanager@floridatsa.org) | c: 321.750.4186

**Aubrey Hudson, State Conference Manager**

e: [ahfltsacm@gmail.com](mailto:ahfltsacm@gmail.com)

**Justin Lauer, FL TSA Executive Director**

e: [tsa@justinlauer.net](mailto:tsa@justinlauer.net)

P. O. Box 121614

Melbourne, FL 32912