

The Florida Technology Student Association Leadership Training Conference & Competition



October 23-26, 2019

Registration and Information Package

GRAND ORLANDO RESORT

AT CELEBRATION

2900 Parkway Blvd

Kissimmee, Florida 34747

407 396-7000



2019 Annual Leadership LEAP Training Conference & Competitions (LTCC)

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Florida Technology Student Association



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At Celebration
2900 Parkway Blvd
Kissimmee, Florida 34747
407 396-7000



Conference & Competitions:

The **2019 Leadership Conference** will be an experience that you and your chapter won't want to miss. All TSA students, advisors, parents, and guests are invited and encouraged to attend the **TSA: Game Show** themed event for this year's leadership conference. This conference will encourage students to build up their ability to work as a team, cooperate and communicate with others, as well as, use strategy to not only win games but to help them on their TSA journey. We can't wait to welcome you to our conference!

Registration:

Registration for LTCC is open and will be submitted online like it has been done in previous years for the state conference. To register for the conference, you may go to www.floridatsa.org and click on "Link to Registration" under "Links to Fall Leadership Conference". **Online Registration is due by October 3;** late registration will close on *October 10*.

Please note that there is a \$10 (per person) Convenience Fee for registrations submitted between October 3 and October 10.

Registration Fees:

Students & Advisors: \$55.00 Chaperones & Guests: \$25.00 Hotel Rate: \$109.00

Hotel Details:

The hotel room block will be released to the general public on September 23. All rooms must be reserved by this date. To avoid delays at check-in, please mail your school check and tax-exempt form to the hotel no later than September 20. Please note that the \$25 per night resort fee is **WAIVED** for Florida TSA attendees. This is a great perk for Florida TSA. All resort fees waived if staying in the TSA room block.

Questions, please email Rebecca Allen email:

There will be no on-site registration and refunds will not be available. However, advisors may substitute chapter members any time before the close of registration October 3. Registration includes: Conference T-Shirt, Breakfast Ceremony, Competitive Event Materials, Awards, Leadership Workshops, and Event Demonstrations. T-shirt sizes are ordered by the size entered on registration. No exchanges will occur.

ADVISOR CHECK OFF LIST

Students will be participating in onsite competitive events and must bring the required supplies (noted as student provided) in the 2019 – 2020 National CRG: **Problem Solving**

Leadership LEAP Training Conference and Competition Checklist

- E-mail Hotel Registration form with rooming list to hotel by **September 20**.
- Register chapter online by **October 3**
- Mail Check and Tax-Exempt form to Hotel by **October 12**
- Mail conference registration check, Policies & Producers Form, and Photo Release Forms to Florida TSA by **October 19**

Important Addresses and Information

Hotel Information:

**Grand Orlando Resort at Celebration
2900 Parkway Blvd
Kissimmee, Florida 34747
407 396-7000**

Hotel Contact: Leslie Matthews, Catering/Convention Services Manager

Phone: (800) 634-4774 Ext. 1175

Fax: (407) 396-0097

lesley.matthews@interstatehotels.com

Convention Contact:

Florida TSA: Florida TSA
P.O. Box 121614
W. Melbourne, FL 32912

Executive Director: Justin Lauer
TSA@justinlauer.net

Conference Manager: Rebecca Allen
FLTSALeadership@gmail.com

2019 Florida TSA LLTCC Tentative Schedule

Wednesday, October 23	
7:00 pm – 10:00 pm	Registration Conference Hall Lobby
9:00 pm – 9:30 pm	Advisor Reception Meeting
9:00 pm - 9:30 pm	Chapter Presidents Meeting
10:00 pm – 11:00 pm	State Officer & Alumni Meeting
11:00 pm	Curfew

Thursday, October 24	
8:00 am – 9:00 am	Opening General Session
9:30 am – 10:30 am	Family Group
10:30 am – 11:00 am	Officer Training Session
11:00 am – 11:30 pm	Speaker
12:30 pm – 1:30 pm	Leap Breakouts
1:30 pm – 3:30 pm	Family Group
3:30 pm – 5:30 pm	The Price is Right
4:00 pm – 5:00 pm	FTEA Meeting
5:00 pm – 7:00 pm	Dinner and Chapter Time
7:00 pm – 10:30 pm	Mixer
11:00	Curfew

Friday, October 25	
8:00 – 5:00	Advisor Training Workshop
8:00 – 11:00 am	Problem Solving

11:00 – 12:30 am	Lunch and Chapter Time
12:30 – 1:00 pm	Break Out One
1:00 – 1:30 pm	Break Out Two
1:30 – 2:00 pm	Break Out Three
2:00 – 2:30 pm	Break Out Four
2:30-4:30 pm	Middle School Activity “ Are you smarter than Kash”
2:30 – 4:30 pm	High School Activity “ Are you smarter than Kash”
4:30 – 5:30 pm	Family Goup
5:30 – 7:00 pm	Dinner and Chapter Time
7:00 – 10:30 pm	Aligon Bowl
11:00 pm	Curfew

Saturday, October 26	
9:00 – 10:30 am	Closing Breakfast and Awards

Items to Bring

Official dress as described in the Curriculum Resource Guild (CRG), casual dress may include jeans, chapter club T-shirt with or without collar, and tennis shoes.

All student attendees are expected to participate in all competitive event hands-on sessions for their level. Each team should have the required tools and materials needed to compete in each event. Note that Florida TSA will provide only the materials stated as “provided for” in accordance with the CRG.

Students will be participating in the following competitive events and must bring the required supplies noted as student provided in the 2019-2020 National CRG:

Problem Solving (I & II)

High School Problem Solving box and supplies to bring.

Only the materials issued to each team by the event coordinator, or the items that participants are required to bring, may be used in the development of the solution.

Participants are required to provide their own tool box

1. Must include identification (school name, address, and advisor cell phone number)
2. Must not exceed twenty (20) inches (508 mm) length x ten (10) inches (254 mm) width x ten (10) inches (254 mm) height.
3. Must contain all items needed to fabricate the solution/entry. The following is a suggested list, with some required materials indicated:
 - a. Cutting devices; NONE may be electric
 - b. Adhesives i. aerosol and electric applicators are not allowed ii. a bottle of Uncure or Debonder is recommended
 - c. Temporary fastening devices i. straight pins ii. clamps iii. tape; unless otherwise stipulated in the problem statement given at the competition
 - d. A cutting surface that prevents table top marring (required)
 - e. Rulers, straightedges, and/or measuring scales
 - f. Abrasive sheets/sandpaper, sanding sponges, sanding boards i.e. emory boards or similar
 - g. Marking devices (pens, pencils, etc.) and sharpener

h. Sheet of wax paper, as large as is needed for the competition

i. Pliers, wrenches, nut drivers, as needed

j. Safety glasses and side shields (required)

4. Participants are required to provide and wear safety-approved eyewear for this event.

a. Prescription eyewear will need to have side shields to be considered safety eyewear. b. Should a team member remove his/her eyewear, s/he will be reminded once to replace it. c. If there is a second infraction, the team will be asked to leave the competition. d. Sunglasses are not suitable eyewear.

5. Each team is required to bring the following items:

a. one (1) roll $\frac{3}{4}$ " masking tape

b. twelve (12) 3" x 5" index cards

c. twelve (12) Popsicle sticks

d. six (6) $8\frac{1}{2}$ " x 11" sheets of printer paper (20-pound bond)

e. fifteen (15) sheets of $8\frac{1}{2}$ " x 11" cardstock (65-pound weight)

f. six (6) standard drinking straws, straws (shall be no larger than $\frac{1}{4}$ " diameter x 9" in length)

g. six (6) Styrofoam trays; trays should be no larger than 7" x 10"; foam core board or similar materials are not allowed. Perform an Internet search for 'Standard Supermarket Food Trays' to meet this requirement.

Middle School Problem Solving box and supplies to bring.

A. All work must be completed in the event area during the time specified for the event.

B. Specific materials related to the on-site problem will be provided by TSA.

C. Only the materials issued to each team by the event coordinator, or the items that students are required to bring, may be used in the development of the solution.

D. Participants are required to provide their own tool box/container:

1. Must include identification (school name, address, and advisor cell phone number)..

2. Must not exceed twenty (20) inches (508 mm) length x ten (10) inches (254 mm) width x ten (10) inches (254 mm) height.

3. Must contain all tools and materials needed to fabricate the solution. The following is a suggested list, with some required materials indicated:

a. Cutting devices; NONE may be electric

b. Adhesives i. aerosol and electric applicators are not allowed ii. a bottle of Uncure or Debonder is recommended

c. Temporary fastening devices i. straight pins ii. clamps iii. tape (only masking tape may be used as construction material, all other tape may only be used as a temporary fastening or hold down device)

d. A cutting surface that prevents table-top marring (required)

e. Rulers, straightedges, and/or measuring scales

f. Abrasives sheets, sponges, boards

g. Marking devices (pens, pencils, etc.) and sharpener

h. Sheet of wax paper, as large as is needed for the competition (required)

i. Pliers, wrenches, nut drivers, as needed

j. Safety glasses and side shields, as required

4. Suggested materials (to be used to produce the solution):

a. one (1) roll 3/4" masking tape

b. twelve (12) 3" x 5" index cards

c. twelve (12) Popsicle sticks or tongue depressors

d. six (6) 8 1/2" x 11" sheets of printer paper (20 lb bond)

e. three (3) feet of string

f. six (6) drinking straws

g. ten (10) #1 paper clips

2019 LLTCC: Section 2 - Forms must be submitted to FL TSA

FLORIDA TECHNOLOGY STUDENT ASSOCIATION

2019 LEADERSHIP LEAP TRAINING CONFERENCE AND COMPETITION POLICIES & PROCEDURES, DRESS CODE AND DISCIPLINE POLICY

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 4 of this package for details of 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 agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.

- | | |
|-----------|-----------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18. _____ |
| 7. _____ | 19. _____ |
| 8. _____ | 20. _____ |
| 9. _____ | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

Signature Advisor: _____

THIS DOCUMENT SHOULD BE SUBMITTED WITH YOUR PAYMENT TO FLTSA.

NON - AUTHORIZATION FOR PHOTO RELEASE

I understand my child will be attending the Florida Technology Student Association (TSA), Annual Leadership LEAP Training Conference and Competition at the Radisson Resort in Orlando - Celebration, FL on **October 23-26, 2019**. I also understand that my son's/daughter's picture could be taken and used in a promotional publication or on the Florida TSA website or for other official FL TSA usage.

This form must be completed and submitted to Florida TSA if you wish your child's photo not be used. No photo form is necessary if student images are authorized for use.

Student Name: _____

School Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

NOTE to Advisors: It is your obligation to communicate with your parents and determine the parent's desires with regards to photo usage. if a parent does not wish to have their child's photos used, you need to make FL TSA aware of that during the registration check-in.

Email to:

Leslie Matthews
leslie.matthews@interstatehotels.com

Last Name

First Name

King

**Db1
Db1**

**Arrival
Date**

**Depar-
ture
Date**

List at least one name per room, all if available

Room #		King	Db1 Db1	Arrival Date	Depar- ture Date	
Room #	Please indicate the type of room requested:					
1.						
2.						
3.						
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Room #	Please indicate the type of room requested:					
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2019 LLTCC: Section 4 - Additional Information for Attendees

Florida TSA will adhere to the National TSA Dress Code

Chapter and state advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire. Everyone, including parents, and guests must be registered to attend the conference. All must comply with the TSA dress code policy.

* All registrants must wear official conference identification name badges at all times.

Official TSA attire is considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as listed below.

Official TSA Attire:

Shirt: official TSA shirt (royal blue) Official **Blue Shirt as sold through e-group on the National TSA website** <http://www.tsaweb.org>

Pants or skirt: gray

Shoes: black dress shoes worn with black or dark blue socks, hosiery (optional); open-toe shoes or sandals are acceptable (unacceptable: athletic shoes; flip-flops; military boots; or work boots)

Also required for the middle school or high school level Chapter Team event only (but may be worn for other competitions if preferred by participants):

Blazer: navy blue with official TSA patch

Tie: official TSA tie (males)

Policies and Rules for Florida TSA Participants - Leadership LEAP Training Conference and Competition

1. Travel for students must comply with all local School Board Policies.
2. Permission to travel forms must be completed for each student and filed as per local School Board Policy. Advisors must have name and telephone number of parental contacts, for each student, readily available.
3. All chapters are urged to attend. There is no limit to the number of student members who may attend from each chapter. Advisors and chaperones must exercise prudent judgment and be responsible for their students at all times. **A curfew of 11:00 p.m. is set for students to be in their rooms and quiet. This will be strictly enforced.** Only adults and alumni members may be out of their rooms after 11:00 p.m.
4. Advisors should check each sleeping room before check-in and prior to departure. If damages are found, they should be reported to the conference manager and the hotel immediately. Restitution to the hotel for damages made by conference attendees are the responsibility of the chapter to whom the damages were caused by.
5. Please be aware that due to the cost of meeting space, Florida TSA assesses a fee of \$25 per person for anyone electing not to stay at an officially designated conference hotel. The only exception to this policy applies to those chapters who reside within a distance of twenty-five miles from the hotel and are commuting from home on a daily basis.
6. Name badges must be worn at all times by students, advisors, and chaperones.
7. Advisors should be prepared financially for all possibilities during the conference.
8. Each TSA member who attends must have:
 - Approval of the Florida TSA Chapter Advisor or Technology Education Instructor;
 - Approval of the school administration;
 - Approval of the parents or guardian;
 - Minimum GPA of 2.0
9. Students may use the hotel swimming pool, if permitted by local school board policy, and only under the direct supervision of an advisor or an adult chaperone designated by the chapter advisor.
10. Students should not bring personal valuables such as jewelry, excessive cash, etc., that could be lost or stolen. Florida TSA will not be liable for lost or stolen personal property.
11. Head coverage/gear is not to be worn inside the hotel.
12. In order to maintain appropriate noise levels, students are not allowed to bring stereos with external speakers.
13. Refer to National TSA Dress Code Policy
14. Florida TSA has established a firm discipline policy that will be strictly adhered to at all student conferences. Carefully review the outline of the discipline policy on the following page.

Florida TSA Board of Directors Discipline Policy

1. Curfew is at 11:00 p.m. All students must be in their rooms at this time. If a student is found outside of his/her room, the head of security will notify their advisor to pickup the student from the designated holding area. The student will be released only to their respective chapter advisor.
2. Advisors may not schedule chapter activities after curfew. Students are not permitted off hotel premises after curfew.
3. If a student is found with alcohol, drugs, or weapons, the following actions will occur:
 - a) Advisor will be notified
 - b) Parent(s) will be notified
 - c) Local Police will be called and FL TSA will cooperate with local officials

Florida TSA Bylaws

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. Page 9 of 9 As Revised 4/4/2015 (Nov. Changes and State Conf. Student Changes)
- (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.