

The Florida Technology Student Association  
Leadership Training  
Conference & Competition



October 20-23, 2021

**Registration and Information Package**

Hilton Orlando Altamonte Springs

350 Northlake Boulevard

Altamonte Springs, Florida 32701

Hilton.com

407.830.1985



# 2021 Annual Leadership Training Conference & Competitions (LTCC)

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## 2021 LTCC: Section 1 General Conference Information

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### *Conference & Competitions:*

It is with great anticipation we welcome all advisors and students to the **2021 Leadership Conference**. After a year of a pandemic and virtual conferences we are happy to announce the **Fall Leadership Conference will be in person**. The **TSA: Renaissance** themed event for this year's leadership conference will offer chapters an opportunity to reconnect while reflecting on lessons learned from the past year and learning how to make the most of this one. All Covid practices will be announced prior to the conference per school district and CDC guidelines. Given the opportunity to gather and learn to lead, chapters should plan to attend and have a great start to an incredible year for all.

### *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](http://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: \$60.00                      Chaperones & Guests: \$30.00                      Hotel Rate: \$129.00

### *Hotel Details:*

The hotel room block will be released to the general public on September 29. 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 29. The Hilton does not charge a resort fee and parking is free.

### *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.***

## **Welcome from Chairman of the Board, Nate Bostic**

*Hey Florida TSA, let me be the first to welcome you and thank for attending the 2021 TSA leadership conference. Use this time to learn and grow as a chapter and to meet other TSA members from across Florida. You and your team are going to go through many ups and downs as the year goes forward. You will find the connections and communication skills you build at this conference will aid you in having a successful year. Be creative, focused, and persistent and you will have an awesome year. Good luck to you all.*

*Nate Bostic*

*Florida Technology Student Association, Chairman of the Board*

## 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 – 2021 National CRG: **Problem Solving**

### Leadership Training Conference and Competition Checklist

- E-mail Hotel Registration form with rooming list to hotel by **September 29**.
- Register chapter online by **October 3**
- Mail Check and Tax-Exempt form to Hotel by **October 12**
- Mail conference registration check, COVID forms, Policies & Producers Form, and Photo Release Forms to Florida TSA by **October 19**

#### Important Addresses and Information

##### Hotel Information:

Hilton Orlando Altamonte Springs  
350 Northlake Boulevard  
Altamonte Springs, Florida 32701  
Hilton.com  
407.830.1985

**Hotel Contact:** Kevin Kapke, [kevin.kapke@hilton.com](mailto:kevin.kapke@hilton.com)

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

**Executive Director:** Justin Lauer  
[TSA@justinlauer.net](mailto:TSA@justinlauer.net)

**Conference Manager:** Rebecca Allen  
[FLTSALeadership@gmail.com](mailto:FLTSALeadership@gmail.com)

## 2021 Florida TSA LLTCC Tentative Schedule

<b>Wednesday, October 20</b>	
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
<b>Thursday, October 21</b>	
8:00-9:00 am	Opening Session
9:30-11:00 am	Family Group
11:00 -11:30 am	Speaker
11:30-12:00	Industry Speaker
12:00-1:15	Lunch
1:15 - 1:45	Officer Training
2:00 - 2:30	General Membership
1:30-2:30 pm	Advisor Fluid Power
2:30-4:00 pm	Family Group
2:30-5:30 pm	Middle School Fluid Power
4:00-5:00 pm	Chapter Team Demonstration
4:30 - 5:30	FTEA
5:00-7:00 pm	Chapter Time/Dinner
7:00-10:00 pm	Mixer
<b>Friday, October 22</b>	
<b>8:00 am – 5:00 pm</b>	Advisor Training Workshop
8:00-11:00 am	Mandatory Problem Solving
11:00 - 11:30	Industry Speaker
11:00 – 12:30	Lunch Chapter Time
12:30 -1:30	President
12:30 -1:30	Vice President
12:30 -1:30	Secretary
12:30 -1:30	Stars
12:30 -1:30	Stars

12:30 - 1:30	Running for State Office
1:30 - 2:30	Treasurer
1:30 - 2:30	Reporter
1:30 - 2:30	SAA
1:30 - 2:30	Stars
1:30 - 2:30	Stars
1:30 - 2:30	Scholarships and Awards
2:45 - 4:30 pm	Breakout
2:30 - 3:30 pm	Advisor PD
2:30 - 4:30 pm	Breakout
4:30 - 5:30 pm	Family Group
5:30 - 7:00 pm	Dinner and Chapter Time
7:00 - 10:30 pm	Alligon Bowl

<b>Saturday, October 23</b>	
9:00 - 11:00	Breakfast and Awards

**Florida Technology Student Association Participant Coronavirus / COVID-19  
Risk Acknowledgement Indemnification and Hold Harmless**

COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person to person contact. Florida TSA is taking reasonable preventative measures in order to reduce spread of COVID-19. However, Florida TSA cannot guarantee that the below named participant or participant’s family will not become infected with COVID-19. By signing this Risk Acknowledgement Indemnification / Hold Harmless Form, I, the parent/guardian of \_\_\_\_\_ (hereinafter “named participant), hereby acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that the named participant, my family, or myself may be exposed to and or infected by COVID-19 by participating in Florida TSA and that such exposure or infection may result in personal injury, illness, permanent disability, and or death. I understand that the risk of becoming exposed to and or infected by COVID-19 by participating in the activities of Florida TSA may result from the actions, omissions, or negligence of myself and others, including but not limited to Florida TSA board of directors, Florida TSA contractors or subcontractors, volunteers, or other individuals. I, the parent/guardian of the named participant, voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury, illness and or death to the named participant, my family, or myself. On behalf of the named participant, I consent and agree to comply with all preventative measures required by Florida TSA, including, but not limited to, temperature checks, required masks, and hand washing. I understand that failure of the named participant to comply with any request from Florida TSA in relation to any preventative measures may result in the named participant’s expulsion from any Florida TSA conference or event. On behalf of the named participant, my family or myself, I hereby release, covenant not to sue, discharge, indemnify, and hold harmless Florida Technology Student Association and Foundation Inc, its officers, contractors, subcontractors, representatives, agents and assigns, of any kind from any and all claims, including all liabilities, actions, damages, costs, or expenses of any kind arising out of or relating to the named participant’s participation in Florida TSA. I represent and warrant that I have carefully read and fully understood all of the provisions of this Risk and Acknowledgement Indemnification / Hold Harmless Form.

Parent / Guardian Signature: \_\_\_\_\_

Parent / Guardian Printed Name: \_\_\_\_\_

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

**2021 LLTC: Section 2 - Forms and Information that must be provided to Florida TSA**



# FLORIDA TECHNOLOGY STUDENT ASSOCIATION

## 2021 LEADERSHIP 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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

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 Training Conference and Competition. 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:**

Kevin Kapke, kevin.kapke@hilton.com						
<b>Last Name</b>	<b>First Name</b>	<b>King</b>	<b>Dbl</b>	<b>Arrival Date</b>	<b>Departure Date</b>	
<b>List at least one name per room, all if available</b>						

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 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 pick up 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.