

# Advisor Responsibilities



1. Help student members run their chapter of Technology Student Association
2. Accompany students to conferences and arrange for chaperones, transportation, permission forms, rooming information, and other details.
3. Affiliate the chapter and update the chapter's information online.
4. Add [tsa@justinlauer.net](mailto:tsa@justinlauer.net), [amanda.m.clark@gmail.com](mailto:amanda.m.clark@gmail.com), [fltsaleadership@gmail.com](mailto:fltsaleadership@gmail.com), and [mraza@tsaweb.org](mailto:mraza@tsaweb.org) to their email contacts since all important information and updates are emailed from these addresses.
5. Provide a supervised meeting space for the club and facilitate contact with the school's administration.
6. Inform teachers at their school of the chapter and its purpose, and ask for the club to be promoted throughout various classes.
7. Check grades and behavioral records of prospective members to ensure eligibility.
8. Inform students of TSA scholarships and encourage them to apply.
9. Encourage dedicated students with commendable leadership qualities to apply for state officership.
10. Abide by Florida Technology Student Association bylaws and those of their chapter at all times.