Florida Technology Student Association March 3 - 6, 2027

State Conference & Competition Information Packet For FL TSA Advisors

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

MEMORANDUM

To: Chapter Advisors, Florida Technology Student Association

From: Florida TSA Board of Directors

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 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

FL TSA State Conference Manager
Martha Jane Flynn

DEADLINES & IMPORTANT DATES

Tue, Nov. 17, 2026

Hotel Registration opens—**Please book early!**

Fri, Jan 29, 2027

● **Deadline: Last day to enter participants in the State Conference Online Registration System**.
Beginning Fri, Jan 29, 2027, registration to add students will be in late mode, until Fri, Feb 5, 2027 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.***

• **Deadline: Last day for late on-line registration event changes.**
Registration is CLOSED at MIDNIGHT on Fri, Feb 5, 2027, 11:59PM.
No further additions, refunds, or cancellations to registration can be made after this time.

Sat, Feb. 6th – Mon, Feb 8th, 2027

• **Deadline: The following items must be submitted to JudgePro, the portal opens Sat, Feb 6, 2027 at 9AM and closes Mon, Feb 8, 2027 at 11:59 PM**

o All Scholarships Applications
o Technology Honor Society
o STAR Application "Student Teams Achieve Recruit"
o State Officer Applications
o National Officer Intent to Run Application

• **Deadline: The following items must be submitted to FL TSA by Mon, Feb 8th**

o Conference Registration Invoice & Payment
o Level III and IV Participant Form

• **Deadline: The following items must be submitted to National TSA Portal by Mon, Feb 8th, 11:59 PM**

o Silver Achievement Award Applications

• **Deadline: Last day to make hotel reservations before rooms are released to the general public by Mon, Feb 8th.** 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.

Fri, Feb 12th, 2027, 11:59PM

● **Deadline: Early Event Submissions (See Rules Guide for list of events that require early turn in)**

o Participants must submit their entry via JudgePro

- ☐ *PLEASE NOTE THAT EXAMS WEDNESDAY NIGHT WILL REQUIRE STUDENTS TO BRING A FULLY CHARGED COMPUTER. CHARGERS AND POWER SUPPLY WILL **NOT** BE PROVIDED.*
- ☐ ***Don't forget self addressed envelopes with postage if you'd like to receive your comment cards back after the conference!***
- ☐ ***New in 2027 - For students who lose their badge, $5 reprinting fee to receive a new badge.***

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 current season, you should have already downloaded Middle School or the 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 deadlines and costs will be posted in the FL TSA website's online registration system. 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 **https://floridatsa.org/state-conference/**

$250 per chapter registration fee. Each chapter is required to provide a coordinator to support the FL TSA State Conference. Each chapter must submit the coordinator's name to the conference manager. This person will be assigned where needed as either a coordinator or co-coordinator. Events with a lot of participants will have co coordinators assigned to help support onsite logistics and supervision. The $250 chapter fee will be waived once this resource has been identified for each school.

ADVISORS & STUDENTS

The conference registration fee is **$90.00** per person for students and advisors.
(Late registration is **$100.00**.)

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 arrange-ment 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 chaperones is **$40.00** per person and guests are **$40.00**.
(Late registration is **$50.00**.) These registrations must be made by the Chapter Advisor under the affiliated school in the conference registration system.

JUDGES

Judges that sign up and fulfill the judging requirements for one or more events will receive free conference registration and a complementary meal ticket. 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 **$150.00** 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 students 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.

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 **the state conference registration deadline**. This form must be filled out for each event the student has entered, as judges will use this form to determine student's 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 Florida TSA may be able to provide, please contact Florida TSA's State Conference Manager.

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 will receive accommodations as long as it **does not change the intent of the event*. E.g.. large print or sign interpreter***

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 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 and not schedule 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 forfeit 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: Use 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 uses a cell phone in the event, it is ground for immediate disqualification and removal from the event.

11. All students, advisors, 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.

12. Adult Conduct (NEW in 2027):

- **No adult or student may consume alcohol in the conference center.**
- **No adult or student may use artificial noisemakers in the conference center.**

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. Advisors must print their own form, fill it out, and return it to the Conference Management Room. Forms will be reviewed and valid grievances will advance to a panel for review. 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 proce-dures. 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 at all times of the volunteers and other personnel involved in the competitive events.**

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.

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, 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.

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 14th 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 some of the Competitive Events, and provided in the Middle School Competitive Events Guides. If, for whatever reason, an additional blank **Plan of Work** form must be accessed from a student or advisor account through National TSA's 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 must be accessed from a student or advisor account through National TSA's website.

SCHEDULE BY DAY AND COMPETITIVE EVENT

PLEASE SEE DRAFT MATRIX. PLEASE NOTE THAT THE DRAFT MATRIX 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 - BOOK EARLY!

BOOK EARLY! Hotel Registration closes on Feb. 5th, 2027 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 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 schools 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**."
- The Doubletree Hilton no longer uses 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 at 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;
  - Traditional - **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.
  - NEW option - **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

Doubletree by Hilton at the Entrance to Universal Orlando, 5780 Major Boulevard, Orlando, FL 32819

1. The Doubletree Hilton at the Entrance to Universal Orlando provides three forms for registration:
    a. **Group Reservation Form** - email to GROUP RESERVATIONS MANAGER
    b. **Hotel Rooming List** - email to GROUP RESERVATIONS MANAGER
    c. **Credit Card Authorization Form** - **FAX to 407-206-1759 – DO NOT EMAIL 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** -
3. **PAYING BY CHECK**

- **Group Reservation Form** - email to GROUP RESERVATIONS MANAGER Brandon.Bozeman2@Hilton.com or call 407-513-5913.
- **Hotel Rooming List** - email to GROUP RESERVATIONS MANAGER (see above). 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 Brandon.Bozeman2@Hilton.com or call 407-513-5913.

    • **Hotel Rooming List** - email to GROUP RESERVATIONS MANAGER (see above) . 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 #: _____

ADDITIONAL HOTEL INFORMATION

ROOM OPTIONS/RATES

1. Double/Double rooms: $164/night
2. King rooms: $164/night. All king rooms have a King bed and sleeper sofa sleeping 4 people.
3. Suites: There are various configurations of suites at higher rates. If you are interested in a suite, please contact the hotel directly. **Suites are available on a first come, first-served basis.**
4. Overflow hotels will be posted on the Florida TSA website with conference rates.
5. Schools are responsible for their reservations and payment directly with the hotel whether it is the main conference hotel or an overflow hotel.

PARKING

DoubleTree - Unlimited in/out privileges with daily parking fee estimates:

Overnight Self-Parking: $15

Event Self-Parking: $15

Bus Parking: $35

(Prices Subject to Change, contact hotel)

CHECK-IN: AFTER 4:00 PM

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 AM

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.

FAMILIES & GUESTS

Only registered guests with name badges will be admitted to any convention center space including general sessions. Only registered conference attendees will be able to access general sessions including the awards session.

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:

- **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.
- **Lakeside Pool Bar – (Open Tues-Sun 12-5pm)** Enjoy light fare at the Lakeside Pool Bar. Operating seasonally from March 1 to October 1.
- **Pompanos Restaurant – (Open daily: 6:30am–11:30am)** Enjoy a delicious American Breakfast Buffet or your favorite lunch fare - salads, sandwiches & seafood specials.
- **Palm Court Deli - (Open daily: 11:30am–11:30pm)** Enjoy family snacks - Pizza Hut, Krispy Kreme, sand wiches, cool refreshments & ice cream.
- **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 pastries 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

Martha Jane Flynn, State Conference Manager | email: **mjflynn.fltsacm@gmail.com**

SCHOLARSHIPS AND RECOGNITION

FLORIDA TSA SCHOLARSHIP APPLICATION FORM

(All applications must be submitted through JudgePro)

Name: _____

Grade: _____

Home Address:_____

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

High School Name:

_____

School Address:

_____

College or University where accepted or attending**:**

_____

College or University 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 individ-uals: 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 per student per year.

REQUIRED INFORMATION:

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 Conference. Advisors must register their student(s) by the posted deadline and an application must be uploaded in JudgePro by the posted deadline. No late applications will be accepted.

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 per student per year.

REQUIRED INFORMATION:

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 Conference. Advisors must register their student(s) by the posted deadline and an application must be uploaded in JudgePro by the posted deadline. No late applications will be accepted.

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 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 Applicants must be present for interview purposes at the State Conference. Advisors must register their student(s) by the posted deadline and an application must be uploaded in JudgePro by the posted deadline. No late applications will be accepted.

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 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. Advisors must register their student(s) by the posted deadline and an application must be uploaded in JudgePro by the posted deadline. No late applications will be accepted.

FLORIDA TSA MIDDLE SCHOOL AWARD FORM

(All applications must be submitted through JudgePro)

Name: _____

Grade: _____

Home 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

Middle School: _____

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 STUDENT:

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 any middle schooler 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.

NATIONAL OFFICER– NOTIFICATION OF INTENT TO RUN

Students must be registered as a national candidate in Judge Pro by the chapter advisor.
This form must be uploaded by the deadline.

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:

_____

Print Name

_____

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 mentioned candidate from campaign through fulfillment of the one-year commitment of an elected National Officer.

Parent/Guardian:

_____

Print Name and Date

_____ _____

Signature Date

School Level Administrator: (of school attending during year of office)

_____

Print Name and Date

_____ _____

Signature Date

Chapter Advisor: (current year)

_____

Print Name and Date

_____ _____

Signature Date

Chapter Advisor: (of school attending during year of office)

_____

Print Name and Date

_____ _____

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 Ed ucation; 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 are 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 dele gates 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. _____ 26. _____

11. _____ 27. _____

12. _____ 28. _____

13. _____ 29. _____

14. _____ 30. _____

15. _____ 31. _____

16. _____ 32. _____

Advisor Signature: _____

DOCUMENT #1 – Bring this document to conference and turn it in at conference registration check-in.

FLORIDA TSA STATE CONFERENCE AUTHORIZATION FOR PHOTO RELEASE

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 Or lando, 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

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 Hand icapped, 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 or IV

Accommodations/Event Modifications Requested:

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.

_____

Advisor Signature Date

_____

School Counselor Signature Date

_____

School Level Administrator Signature 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 using provided rubrics.

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 whether all day, or only morning, afternoon, or not available; 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.

Sign-up at https://floridatsa.org/become-a-judge/

If you have any questions, please contact:

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