

2016-2017

TECHNOLOGY STUDENT ASSOCIATION

CHAPTER ADVISOR GUIDE



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Letter from the State Advisor



Dear Chapter Advisors,

Welcome to Idaho TSA. This is the 39th year of TSA in Idaho! We have a lot in store for you this year. Our organization showed positive growth last year, and we are working diligently to build on this momentum for many years to follow. The ITSA State Officer Team, will be reaching out to you and to your officers in order to form personal connections with each of our chapters. All advisors are being asked to provide the name and contact email of their chapter president.

This guide was created to help keep you informed and up to date on all things TSA. This guide provides a detailed list of important dates, a central location for required forms, as well as informational guidelines for a successful year.

Please make note of all the deadlines in this Advisor's Guidebook. ***There is no flexibility with any of the posted deadlines and there are no exceptions!*** Failure to meet stated deadlines may prevent your chapter from participating in TSA events! We have provided a chart detailing the important dates and deadlines.

ADVISORS! Included in this guide are the forms required by the state association for participation in TSA activities. Please refer to the list of activities, as this will specify which forms are required for each activity. Please have all attendees complete these forms and return them to you. Once you have collected all of the forms for your chapter, you will then need to have them with you at all events your chapter attends. We will collect the photo release from at the event and keep it on file with the State.

NOTE: If your paperwork and/or payments are not received by the deadlines stated in this document, **YOUR CHAPTER WILL NOT BE ALLOWED TO PARTICIPATE IN THE CONFERENCE!** We understand that it takes time to process checks and get forms back from students, so please **PLAN AHEAD!**

Regardless of which level (middle or high school) you are, advisors and students should review and **carefully read all** the event guidelines and specifications thoroughly! Do not assume that the rules are the same as last year! Minor tweaks and revisions happen throughout the year as well as during the bi-annual revisions. Updates and clarifications to national competitive event rules are made throughout the year and are posted online at the national TSA website at <http://www.tsaweb.org/Updates-and-Clarification>. Please visit this website often to stay on top of all updates and clarifications. You don't want a disqualification because of an outdated rulebook.

I also encourage you and your students to participate with ITSA on social media. Join us on Facebook (Idaho TSA), Twitter (Idaho TSA, @IdahoTSA), Instagram (Idaho TSA) and share pictures and stories! Plus visit our web page for updates at: http://www.ptc.idaho.gov/Engineering/TSA/TSA_Home.html.

I wish you the very best of luck this coming year and look forward to working with all of you.

Warm regards,

A handwritten signature in black ink, appearing to read 'Justin Touchstone'.

Justin Touchstone
ITSA State Advisor

About ITSA?

The Technology Student Association (TSA) is the only student organization devoted exclusively to the needs of students interested in technology. Open to Idaho students enrolled in or who have completed Engineering Technology Education or related Technology courses. Idaho TSA is supported by educators, parents and business leaders who believe in the need for a technologically literate society. TSA chapters take the study of STEM (science, technology, engineering, mathematics) beyond the classroom and give students the chance to pursue academic challenges, technology based career development events & leadership opportunities.

Idaho TSA was chartered in 1978 when TSA was the American Industrial Arts Student Association (AIASA Inc.). In 1988 AIASA changed its name to Technology Student Association (TSA). Today TSA has over 233,000 middle and high school students, 2500 teachers (advisors), in over 2000 schools, in 49 States.

TSA Mission Statement: The Technology Student Association fosters growth, leadership, and opportunities Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs.

TSA Motto: Learning to Live In a Technical World

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.

For more information, please contact:

Justin Touchstone – ITSA State Advisor

Phone: 208-429-5524

Email: Justin.Touchstone@pte.idaho.gov

Idaho TSA By-Laws

TECHNOLOGY STUDENT ASSOCIATION BYLAWS

Article I Name

Section 1.

The official name of this organization shall be the Idaho Technology Student Association, and may be referred to as the “ITSA” Chapter.

Article II Purposes

Section 1. *The general purposes of this organization are:*

- To assist local chapters in the growth and development of ITSA.
- To assist local chapters in the development of leadership and citizenship in social, economic, educational and civic activities.
- To increase the knowledge and understanding of our industrial technological world.
- To assist Technology Education and Industrial Arts students in the making of informed and meaningful occupational choices and goals.

Section 2. *The specific purposes of this organization are:*

- To develop, through individual and group action, the ability of members to plan and organize together, using a variety of resources to carry out activities and projects to solve problems.
- To explore technology.
- To promote student learning in craftsmanship, scholarship and safety through curricular resource activities.
- To provide good leisure time and recreational activities and hobbies.
- To encourage students in creative expression.
- To develop consumer knowledge and awareness in students.
- To instill desirable work habits and attitudes toward the positive way of life in students, and to foster a deep respect for the dignity of work.
- To assist in providing guidance and counseling for students enrolled in technology education programs, in making informed and meaningful career choices and selected occupational fields.
- To expose students to the responsibility of representing a large membership.
- To prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.

Article III Membership and Organization

Section 1.

The Idaho Technology Student Association is an organization of local association chapters, each operating in accordance with a Charter granted by ITSA.

Section 2.

Each chartered association of the ITSA Chapter will be responsible for all operational activities within the state or geographic region; under the direction of the State Advisor of Technology Education or an appointed representative.

Section 3.

The Administration of ITSA interests will be vested in the State Advisor and State Officers of ITSA.

Section 4.

A local chapter shall use its full school/geographical area name before the acronym ITSA when identifying itself as a local chapter of the ITSA chapter.

Section 5.

Membership eligibility will be governed by ITSA. Annual membership dues shall be determined by ITSA. A local association may be chartered as a member if approved by the State Advisor. The membership year shall be September 1st to August 31st.

Section 6.

Individual membership in ITSA will be through chartered local chapters. A chapter will consist of a school or geographical unit. Each chapter will consist of individual members as described below:

- Active members shall be students who are presently enrolled in or have been previously enrolled in technology education/industrial arts programs. An active member shall pay dues as established by ITSA. They may be declared eligible to hold state office, to participate in state competitive events or projects, to serve as a voting delegate, or to otherwise represent their association in state ITSA affairs as may be approved by their associations.
- Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology education, or who have been previously enrolled in technology education programs. An associate member shall pay dues as established by ITSA.
- Alumni members shall consist of those individuals who have completed a technology education program (have been a former active or associate ITSA member), and who have graduated from or left school. Alumni members shall pay dues as established by ITSA. Alumni members shall not have the right to vote or hold office.

- Professional members are those persons engaged in education, business, and industry; who have an interest in ITSA and in the welfare of technology education. Professional members shall pay dues as established by ITSA. Professional members shall not have the right to vote or hold office.
- Honorary/Honorary Life members may be individuals who have made or are making contributions to the advancements of technology education as may be approved by the ITSA executive committee, and shall be exempt from annual dues.

Section 7.

Individual members that have moved to a school or area that does not have an active chapter may continue to be affiliated with ITSA by continuing membership with their former chapter or with a chapter that is closest to them.

Article IV State Officers

Section 1.

The state officers of ITSA shall consist of a: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and Reporter. These state officers, along with the ITSA State Advisor and Coordinator(s), will be known collectively as the Executive Committee of ITSA.

Section 2. Duties of the ITSA State Officers:

- President: It shall be the duty of the President of ITSA to preside at all meetings; to make necessary committee appointments including the designation of a committee chairperson; to develop, with the Executive committee, a program of work for his/her term of office; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- Vice-President: It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasions may demand; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- Secretary: It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- Treasurer: It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to help in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedures as set forth by Robert's Rules of Order Newly Revised; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

- **Reporter:** It shall be the duty of the Reporter to serve in any capacity as directed by the President; to accumulate and keep up-to-date information on the history of the association; to prepare articles for publication in ITSA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning new items for publication, and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Section 3.

Only active members of ITSA will be eligible for a state office. Students cannot be elected to state office during their senior year.

Section 4.

No individual may serve more than one term as a state officer in the same office.

Section 5.

Individuals elected as State Officers at the annual conference will hold office until the close of the next annual conference, unless removed from office by the State Advisor and/or the State Leadership Coordinator.

Section 6.

No chapter may have more than two state officers at any one time.

Section 7.

The state ITSA President shall have authority to appoint a credentials committee to review all state officer candidates and their qualifications, and will submit to the voting delegates a slate of all candidates declared eligible for each state office. There will be no additional nomination from the floor. All state officers shall be elected by a majority vote of all of the voting delegates.

Section 8.

The Executive Committee may fill, by appointment, any vacancy occurring in the state officers for the unexpired term, except in the office of President, which shall be filled by the Vice-President. In the case of a tie, the President will cast the deciding vote.

Article V Meetings

Section 1.

A State ITSA Conference will be held each year with the time, date, and location designated by the ITSA Board of Directors.

Section 2.

Each chartered delegation will be entitled to one vote for each state officer in attendance {maximum of two (2)}, plus two (2) additional votes for each chapter in that local delegation which has student members in attendance at the conference.

Section 3.

A majority of the registered voting delegates for the state conference shall constitute a quorum.

Article VI Executive Committee

Section 1.

The ITSA Executive Committee shall consist of an ITSA Officer (President), a State Advisor from each Region (1-6) of the state, the ITSA State Advisor, and the State Leadership Coordinator.

Section 2.

Meetings may be requested by the ITSA President, and must be approved by the ITSA Regional Advisors, and the ITSA State Advisor.

Section 3.

A majority of the members shall constitute a quorum.

Section 4.

The ITSA Executive Committee shall appoint standing and special committees as deemed necessary.

Article VII The Local TSA Advisor

Section 1.

It is recommended that a technology education teacher serve as a local chapter ITSA advisor; however, in cases where there is no such interested teacher, a local state certified educator may be appointed by the school's Principal. The appointed advisor would have all of the rights and privileges of a regular advisor, as long as that chapter is in good standing.

Article VIII Board of Directors

Section 1.

The ITSA Board of Directors is the policy making body for the administration of ITSA activities and programs.

Section 2.

The ITSA Board of Directors will manage ITSA's finances and will make available an annual report to each chartered delegation.

Article IX Grievances

Section 1.

The Grievance procedures of this organization are:

- The complaint must be in written form and filed through the Chapter's Advisor.
- The Chapter's Advisor must determine if there is any credence to the grievance, and if so, sign the written form.
- The grievance, in written form, must be submitted to ITSA's President.
- ITSA's President may serve on the Grievance Committee, along with two other officers or ITSA student members. The ITSA President must appoint the other members to serve on the Committee, selecting only those with no conflict of interest.
- If it is perceived that the ITSA's President has a conflict of interest in the outcome of the grievance, ITSA's Vice President will replace the President, and will also appoint the other two student officers or members.
- The Idaho State Advisor will serve on the committee. The Idaho State Advisor will not have a vote.
- No ITSA member or student officer should be appointed to the Grievance Committee if they have any vested interest in the outcome. This must be looked at very carefully before any appointments or selections are made.
- The decision of the Grievance Committee will be final.

Article X Amendments

Section 1.

To amend these bylaws, the proposed amendments(s) must be submitted, in writing, by the chartered delegation to the President of ITSA at least ninety (90) days prior to the State Conference business meeting.

Section 2.

A Bylaws Committee of the Board of Directors of ITSA will review all proposed amendments. All approved amendments will be provided upon request to the chartered delegations and the ITSA Officers by the President (Chairman) of the Board of Directors of ITSA, at least thirty (30) days prior to the State Conference business meeting.

Section 3.

The proposed amendment(s) must be approved by two-thirds of the voting delegates present.

Section 4.

Each chartered delegation will be entitled to one vote for each state officer in attendance {maximum of two (2)}, plus two additional votes for each local chapter which has student members in attendance at the conference.

Section 5.

The President (Chairman) of the Board of Directors of ITSA will be responsible for notifying, in writing, the chartered delegations of adopted amendments sixty (60) days following the annual meeting.

Section 6.

The approved amendment(s) will become effective in sixty (60) days following the State Conference, unless a different time period is stipulated in the Amendment.

Conferences

Idaho TSA Conferences - Dates and Deadlines

Conference	Date	Location
SLC - Student Leadership Conference		
	March 9 - 11, 2017	CSI - Twin Falls
• Registration Deadline	February 19, 2017	
	March 8 - 10, 2018	CSI - Twin Falls
• Registration Deadline	February 18, 2018	
	March 7 - 9, 2019	CSI - Twin Falls
• Registration Deadline	February 17, 2019	
	March 12 - 14, 2020	CSI - Twin Falls
• Registration Deadline	February 23, 2020	
JSL - Joint Student Leadership Conference - State Officers Only		
	July 2017	Boise
• Registration Deadline	May 29, 2017	
	TBD	
• Registration Deadline	June 04, 2018	
	TBD	Boise
• Registration Deadline	June 03, 2019	
Nationals		
	June 21 - 25, 2017	Orlando, FL
• Registration Deadline	TBD	
	TBD	Washington, DC
• Registration Deadline	TBD	
	TBD	Dallas, TX
• Registration Deadline	TBD	
Summer Conference - Teachers & Advisors Only		
SDAL - Student Day at the Legislature - State President Only		
	January 18, 2017	Crystal Ballroom - Boise
• Registration Deadline	January 4, 2017	
	January 17, 2018	Crystal Ballroom - Boise
• Registration Deadline	January 3, 2018	
	January 23, 2019	Crystal Ballroom - Boise
• Registration Deadline	January 9, 2019	
FLC - Fall Leadership Conference		
North	October 17, 2016	Coeur D'Alene
• Registration Deadline	October 07, 2016	
South	October 20, 2016	CSI, Twin Falls
• Registration Deadline	October 07, 2016	

General Conference Information

How to Register Your Chapter

Step 1:

National Affiliation - The first step to becoming an official TSA chapter is to affiliate with the National TSA organization.

- Go to: www.RegisterMChapter.com/tsa/nat/AffHelp.aspx and follow the on-screen instructions
- Affiliation process must be completed by October, in order for your chapter to participate in ITSA Fall Leadership Conference and by December 1st for Spring Leadership.
- Chapters that are not registered (with all documentation completed and both State and national dues paid) with National TSA, will NOT be allowed to compete at the state conference.
- Chapters must affiliate with National TSA in order to receive the official TSA Competitive Events Guide for either middle/junior or high school.

Step 2:

Once you have received confirmation that your chapter has officially affiliated with National TSA, you may register for state conference. Registration for the conference MUST also be completed online. **There will be NO ON-SITE REGISTRATIONS FOR ANY TSA CONFERENCES.**

Registration is quick and easy. It allows an advisor to edit a chapter's competitions at the click of a mouse. All conference registration and changes must be completed by midnight on the deadline. **THERE WILL BE NO EXCEPTIONS!!!**

- To begin the registration process for the state conference, go to: www.Registermychapter.com/tsa/id/Main.asp and click on CONFERENCE REGISTRATION.
- All registration materials, including online registration, printed housing lists, liability forms, MUST be completed and turned in along with payment to the state office or hotel PRIOR to the deadlines published in this guide.
- No forms or payments will be accepted at the conference. **NO EXCEPTIONS WILL BE ALLOWED!**
- *Please note: If a chapter has not paid the conference registration fee by the published deadline, they will NOT be permitted to participate in the conference.*

Payment Information

Payment can be made by check, or money order. **No purchase orders will be accepted**

Fees:

National TSA Affiliation

There are 3 levels, select which option is more cost effective for your chapter

- **Red Chapter** – up to 10 members = \$100.00 (each additional member = \$10.00)
- **Blue Chapter** – 30 or more members = \$350.00
- **White Chapter** - \$10.00 per member

State TSA Affiliation

- **Red** – up to 10 members = \$110.00 (\$11.00 each additional member)
- **Blue** – 30 or more members = \$200.00
- **White** - \$11.00 per member

- **Cost of Affiliation**

- **Example:** 8 students and 2 advisors = 10 members
 - $\$110.00$ (State Fees) + $\$100.00$ (National Fees) = $\$210.00$ Dues
-

Registration Fees

State Leadership Conference (SLC):

- \$55.00 – Students and Advisors
- \$15.00 – Guests/Parents/Chaperones

Your cost would be: \$760.00 [{National Red chapter fee of \$100.00} + {State Red Fees of \$110.00} + {10 @ \$55.00 (SLC Fees) = \$760.00}]

- Once online registration is completed, the computer system will allow chapter advisors to print out a copy of the registration invoice. *Advisors will not receive another copy.*
- **ALL ATTENDEES**, including students, teachers, advisors, parents and chaperones who are actively taking part in the conference activities **are required to pay the registration fee.**

Late Registration Fee

Late SLC registration starts the Monday after the registration deadline (see page 13) and will last for one week (until midnight Sunday). Late registration fees are:

- \$65.00 – Students and Advisors
- \$25.00 Guests/Parents/Chaperones

SLC (Idaho State Leadership Conference)

For all competitive event themes for the national conference, please go to:

www.TSAweb.org/Themes-and-Problems

You can access the ITSA website at: http://pte.idaho.gov/Engineering/TSA/TSA_Home.html

Please use this source to access any needed information or forms. The website is updated frequently and contains news and updates!

JSL (Joint Student Leadership Conference)

The purpose of the Joint State Leadership Conference is to build:

- Effective Communication – Clearly articulate CTSO purposes, successfully deliver a membership focused speech, and develop skills needed to facilitate an interactive workshop.
- Professionalism – Learn to be an effective ambassador of your CTSO. Develop skills needed to project a positive and professional image for you and your organization.
- Team Building – Learn to build, manage, and be part of a results-driven team.
- Meeting Management – Develop skills needed to run effective meetings. Build coalitions with other CTSOs focusing on cross-organizational goals.
- Understanding – Develop an understanding of your personal strengths and opportunity areas, your teammate’s needs, and the purpose/mission of Idaho’s CTSOs.

Nationals

<http://www.tsaweb.org/>

During the conference over 65 middle school and high school technology-based student competitions will take place. There will also be many additional exciting opportunities including leadership training, the TSA Meet and Greet, recognition awards, and social events.

Summer Conference 2016

http://pte.idaho.gov/Summer_Conference/Summer_Conference_Home.html

The conference will be held **August 2-4** in Twin Falls on the College of Southern Idaho campus. We are excited to be partnering with a postsecondary institution and look forward to sharing with you more collaborative opportunities throughout the conference.

Announcing! Keynote speaker Mark Perna, a noted expert on Generations Y and Z, has many years of experience working with Fortune 500 companies and has devoted his career to education and workforce training.

Featuring Sessions on: workplace readiness, program alignment, technical skills assessments, and how to assess a quality program.

Special Two-Day Counselor Track: The Division is collaborating with dynamic education expert Mark C. Perna to provide a special session for counselors that shares groundbreaking innovations and strategies for CTE. Discover how **CTE delivers the single most important competitive advantage in today's workforce** through the synergy of academic knowledge and technical skills — and how you can maximize that message in your own schools.

SDAL (Student Day at the Legislature)

The purpose of this luncheon is to provide business and industry representatives, secondary and postsecondary Career & Technical Student Organization officers and student representatives from Idaho colleges the opportunity to visit with members of the Legislature.

Governor Otter has been invited to present a Career & Technical Education Month Proclamation at the luncheon. In addition, other attendees at the luncheon will include the board of directors of the Idaho Professional-Technical Education Foundation, Deans of the Colleges of Technology, and representatives from the State Division of Professional-Technical Education.

FLC (Fall Leadership Conference)

The TSA FLC is divided into two (2) conferences: One in the northern part of Idaho and the other in the southern part of the Idaho.

The purpose of the Fall Leadership Conferences is to build:

The State Officers attended the JSL Conferences earlier in the year and received leadership training. During the FLC, the State Officers will employ their new found knowledge to provide guidance and training to the Chapter Officers. Having the State Officers train the Chapter Officers helps them to hone their leadership skills and fosters camaraderie among all TSA officers.

Events

ITSA On-line Pre-Requisite Form Instructions

In an effort to make sure that students work does not get misplaced or lost, and to make the pre-requisite process more streamlined, Idaho TSA (ITSA) has established an on-line pre-requisite submission process. In this document you will find the events that have a pre-requisite requirement and what is required as well as a link to an on-line submission form and file upload.

All pre-requisites are due by Sunday midnight, Two (2) weeks prior to SLC. See website for dates.

Contests with Required Pre-Requisite Submissions

Middle School – Level I	
Event	What to Submit
Career Prep	Resume & cover letter as a single, multipage PDF document.
Community Service Video	Consent forms as a single, multi-page PDF and the URL to the location of video file (see video up load instructions).
Digital Photography	Photo album as described in the rules as a single multi-page PDF Document
Promotional Marketing	Design and related documents as a single, multipage PDF document
Safety Poster	Poster as described in the rules as a single PDF document
Video Game Design	Documentation portfolio as described in the rules as a single, multi-page PDF document AND a URL link to where the game executable can be downloaded
Website Design	URL of website

High School – Level II	
Event	What to Submit
Career Prep	Resume & cover letter as single, multipage PDF document
Desktop Publishing	Portfolio containing a news release, a three (3) column newsletter, and a poster as a single, multipage PDF document.
Digital Video Production	Documentation notebook as described in the rules as a single, multipage PDF document AND link to the URL of the video. (See video instructions below)
Future Technology Teacher	Portfolio containing three (3) college research summaries, a college essay, a lesson plan with technology standards correlation, relevant handouts, and materials and resources as a single- multi-page PDF document.
Music Production	Documentation portfolio as described in the rules AND an MP3 or WAV file of the music.
Photographic Technology	Photo album as described in the rules as a single multipage PDF document.
Promotional Graphics	Documentation portfolio as described in the rules, AND the design as a single, multipage PDF document.
Safety Poster	Poster as described in the rules as a single PDF document
Webmaster	URL of website.

Video Upload Instructions

Contestants should upload the video entry to YouTube as an UNLISTED video (*as an unlisted video, the video will not appear in any of YouTube's public spaces such as search results, your channel, or the Browse page. Only people with whom you share the link will be able to view it*). Once the video is uploaded, go to the ITSA State Conference Pre-Requisite Entry Form located at: <http://goo.gl/S5c2S0> and submit the entry, providing the URL in the space provided. All entries must be received by 11:59 p.m. on the date of the **deadline (see page 13)**. Contestants will need to enter their STATE CONFERENCE ID# when submitting their entry. **Entries that are not submitted electronically or are not received by the deadline will NOT be considered for competition.**

YouTube unlisted instructions:

Change privacy setting

While you're uploading the video, choose the setting in the "Privacy Settings" section. If you've already uploaded the video, change the privacy settings by following the steps below.

PC Computer

1. Go to your [Video Manager](#).
2. Find the video you want to change, then click **Edit**.
3. In the "Privacy Settings" drop-down menu, choose your setting:
 - Public
 - Unlisted
 - Private
4. Click **Save changes**.

iOS Computer

1. Sign in to YouTube on your iOS device.
2. Tap Account .
3. Tap my videos.
4. Next to the video you want to change, tap the menu icon.
5. Tap **Edit**.
6. In the **Privacy** drop-down menu, choose your setting:
 - Public
 - Unlisted
 - Private
7. Tap the arrow at the top to save changes.

DLG AnswerWrite General Proctor Instructions:

How to Log On:

- Enter the URL address that you have received from your System Administrator.
<https://www.answerwrite.com/proctor>
- Enter the User Name that you have received from your System Administrator.
- Enter the Password that you have received from your System Administrator.
- Click on the **Login** button

Note: The User Name will be your email address unless otherwise noted by the System Administrator.

How to Print your Student Testing Tickets and Student Testing Roster:

- Click on the “Create Student Testing Tickets” Link
- Click on the Testing Tickets .PDF link that appears below.
- Click once to open and print from a new browser OR right-click to Save to your hard drive and print from the saved file.
- Once the Student Testing Tickets have been printed, cut them out in preparation for handing to the Students on the day(s) of Online Testing.

Administering the Student Testing Tickets:

- Give each Student their testing ticket when they enter the testing room.
- Mark the Student Testing Roster for each Student that you give a testing ticket to.
- Have the Students logon to the Student testing site (URL is listed on the Student Testing Ticket)
- Once the Student has completed the online test, have them sign and return the testing ticket to you.
- Mark the Student Roster for each student that has returned the testing ticket to you.

How to Reset a Password for a Student:

- While logged in the Proctor system, locate the Student that you want to reset the password for.
- Click on the “PW” link located beside the Student’s name.
- Write the new password on the back of the Student Testing Ticket
- Click on the “Back to List” link.
- Once the Student has completed the online test, have them sign and return the testing ticket.
- Mark the Student Roster for the Student that has returned the testing ticket to you and put the reason that the Student needed an additional password in the comments column on the Student Roster.

As a Proctor, you can re-administer a Password to a Student without having to contact your System Administrator in following situations such as these examples – fire drill, student getting called to the office, student leaving during the middle of the test due to being sick, power or internet outage during the middle of testing, etc.

In “emergency” situations such as a fire drill or a student leaving their test in the middle of testing, they will click on the “X” to close the Student Testing window. Otherwise, to submit properly, they will need to complete their test appropriately and click on the “Submit Test” button at the bottom of the test page.

If the Student’s test has been submitted properly, this is when you will need your System Administrator to reset the Student’s test if/when necessary.

General:

Unused testing tickets need to be returned to the System Administrator along with your Student Testing Roster once all testing has been completed for the 2015-2016 School Year.

Level I Events

For Level I event themes go to: www.TSAWEB.ORG/Themes-and-Problems

For Level I updates & clarifications, go to: www.TSAWEB.ORG/Competition-Updates

Biotechnology Design Participants (three teams per state) conduct research on a contemporary biotechnology issue of their choosing, document their research, and create a display. The information gathered may be student-performed research or a re-creation or simulation of research performed by the scientific community. If appropriate, a model or prototype depicting some aspect of the issue may be included in the display. Semifinalist teams make a presentation and are interviewed about their topic.

CAD Foundations Participants (individual event, maximum of 12 per chapter) have the opportunity to demonstrate their understanding of CAD fundamentals as they create a two-dimensional graphic representation of an engineering part or object. *This is a BYOD event. (Bring Your Own Device). Participants must bring their own computer system, power strip and CAD software.*

Career Prep Participants (individual event, maximum of 12 participants per chapter) conduct research on a selected technology-related career and use the knowledge gained to prepare a resume and cover letter, complete a job application, and participate in a mock interview. **Pre-Requisite Required!**

Catapult Design Participants (team event consisting of 2-4 individuals, maximum of 3 teams per chapter) design and produce a working catapult that is adjustable and propels hollow plastic golf balls at a scoring target.

Challenging Technology Issues Participants (team event consisting of 2 individuals, maximum of 5 teams per chapter) prepare and deliver an extemporaneous, debate-style presentation with team members explaining opposing views of a current technology issue that is randomly selected on site.

Chapter Team Participants (team event, max of 2 teams per chapter, teams must have a minimum of 4 members and a **maximum of 6 members**, team members do not have to be elected officers of the local TSA chapter) demonstrate their understanding of parliamentary procedure relative to business meetings. Participants must successfully complete a written parliamentary procedures test in order to proceed to the semifinals, where they perform an opening ceremony, dispose of three items of business, and perform a closing ceremony within a specified time period.

Children's Stories Participants (Individual or team event, consisting of 1-5 individuals, maximum of 3 entries per chapter) create an illustrated children's story that will incorporate educational and social values. The story must revolve around the theme for a given year that is posted on the TSA website.

Community Service Video Participants (individual or team, entries are limited to 5 teams per chapter, maximum of 4 students per teams per chapter) create and submit a finished video that highlights their chapter's involvement with the American Cancer Society, national TSA's service partner. **Pre-Requisite Required!**

Construction Challenge Participants (team event, max of 6 teams per chapter consisting of 2-4 students per team) submit a display that documents the use of their leadership and technical skills to fulfill a community need related to construction. Semifinalists discuss their projects in a presentation/interview.

Digital Photography Participants (individual event, maximum of 12 participants per chapter) produce and submit an album consisting of color or black & white digital photographs on a storage device (CD) that represent or relate to a chosen theme. Semifinalists produce three digital photographs taken at the conference site that have been edited appropriately for the on-site task. *Participants must bring their own camera, laptop or other device for editing and editing software.* **Pre-Requisite Required!**

Dragster Participants (individual event, maximum of 12 participants per chapter) design, produce working drawings for, and build a CO₂-powered dragster according to stated specifications and using only certain specified materials. **** Drawings are submitted on-site with the completed dragster.****

Electrical Applications Participants (individual event, maximum of 12 participants per chapter) demonstrate knowledge of basic electrical and electronic theory 1) in a written test and 2) through the use of a **multimeter**. Semifinalists assemble a specific circuit from a schematic diagram (using a kit provided), make required electrical measurements and explain their solution during an interview.

Essays on Technology Participants (individual event, 12 participants per chapter) conduct research on specified subtopics of a broader technological area and, using the knowledge and resources gained through that research, write a comprehensive essay on the one subtopic that is designated on site.

Flight Participants (individual event, 12 participants per chapter) study the principles of flight and design in order to fabricate (using materials provided) and test-fly gliders. Gliders must be designed to be launched from a catapult that is provided on site. Flight duration of the gliders and documentation of the design process are the primary elements of the evaluation.

Forensic Technology Participants (team event consisting of 2 individuals, max of 3 teams per chapter) take a written test of basic forensic science theory to qualify as semifinalists. Semifinalists demonstrate their ability to use forensic technology and skills by collecting evidence from – and analyzing – a mock crime scene.

Geospatial Technology Participants (team event consisting of two to five members, maximum of 3 per chapter) explore and gain an understanding of how geospatial data and related technology are used to prepare a profile of a geographic area of interest. Semifinalists create a presentation for an on-site problem.

Inventions and Innovations Participants (team event, max of 5 teams per chapter, consisting of 3-5 students per team) investigate and determine the need for an invention or innovation of a device, system or process. Team members will 1) create a prototype or model, 2) develop a standalone multimedia presentation and 3) document work completed as they prepare to promote and demonstrate their idea for the invention or innovation. Semifinalists make an oral presentation to a panel of judges who will act as a group of venture capitalists interested in providing funding for the development of the idea.

Junior Solar Sprint Participants (team event consisting of 2-5 individuals, max of 4 teams per chapter) apply STEM concepts, creativity, teamwork, and problem-solving skills as they design, construct, and race a solar-powered model car.

Leadership Strategies Participants (team event consisting of 2-3 individuals, max of 4 teams per chapter) demonstrate leadership and team skills by preparing a presentation based on a selected challenge the officers of a TSA chapter might encounter.

Mass Production Participants (team event consisting of 2-4 individuals, max of 4 teams per chapter) manufacture a marketable product related to the current year's theme. The team submits a documentation portfolio of the activities involved and three identical products made during the manufacturing process.

Medical Technology Participants (team event consisting of at least two individuals per team; 3 teams per chapter) conduct research on a contemporary medical technology issue of their choosing, document their research, and create a display. If appropriate, a model or prototype depicting an aspect of the issue may be included in the display. Semifinalists give a presentation.

Microcontroller Design Participants (team event consisting of 1-5 individuals, max of 3 teams per chapter) develop a working digital device with real-world applications. Through a multimedia presentation, product demonstration, and documentation, the team demonstrates in detail its knowledge of microcontroller programming, simple circuitry, product design, and marketing.

Prepared Speech Participants (individual event, maximum of 12 participants per chapter) develop and deliver an oral presentation that reflects the theme of the current year's national conference.

Problem Solving Participants (team event, 2 members per team, max of 6 teams per chapter) use problem solving skills to develop a finite solution to a stated problem given on site. Participants work as a team to provide the best solution, which is measured objectively. *All tools and supplies are provided on site for the participants. Participants must provide and wear their own safety goggles. Teams whose members do not have goggles will be disqualified.*

Promotional Design Participants (one individual per chapter, one entry per individual) design a three-part **TSA Marketing Toolkit** that must include a national conference promotional poster, a state delegation fact sheet, and a chapter t-shirt design. Semifinalists develop a solution to a problem provided on site. **Pre-Requisite Required!**

STEM Animation Participants (team event, max of 4 teams per chapter consisting of 2-5 students per team) use computer graphic tools and design processes to communicate, inform, analyze and/or illustrate a topic, idea, subject, or concept.

Structural Engineering Participants (team event consisting of 2 individuals, max of 5 teams per chapter) apply the principles of structural design and engineering through basic research, design, construction, and destructive testing to determine the design efficiency of a structure. Semifinalists participate in an on-site problem.

System Control Technology Participants (team event consisting of three individuals per team, one team per chapter) develop a computer- controlled model solution to a problem provided on site; typically, the problem is one from an industrial setting.

Safety Poster (State Only) The computer generated safety poster contest is designed to direct members' attention to the area of laboratory safety. Contestants are required to produce a computer generated safety poster following specific regulations as described. **Theme: Pre-Requisite Required!**

TSA VEX IQ Competition Participants design and build a robot using the engineering design process that will best address the challenge of the designated VEX game design for the VEX IQ Challenge. In the TSA VEX Robotics Competition (TSA VIQC), compete in Skills Challenges that showcase programming and robot operation prowess. The robot should be structurally efficient, capable of scoring in both robot and programming modes of operation, and demonstrate real-time scoring ability in tournament matches. Rules can be found at: RobotEvents.com

****TSA VEX Teams must also register at: RobotEvents.com for scoring and ranking within VEX.**

Tech Bowl Participants (team event, max of 2 teams per chapter, **must** have 3 participants per team approved by the chapter advisor) complete a written, objective test in order to qualify for oral question/response, head-to-head team competition to demonstrate knowledge of TSA leadership skills and the systems of technology.

Technical Design Participants (individual event, maximum of 12 participants per chapter) demonstrate the ability to use the technical design process to solve an engineering design problem. Participants will be given a design brief on site that includes a problem statement and specific criteria and constraints.

Video Game Design Participants (team event, max of 5 teams per chapter consisting of 1-4 students per team) develop an E-rated game that focuses on the subject of their choice. The game should be interesting, exciting, visually appealing and intellectually challenging. *A working, interactive game will be submitted on a DVD for evaluation. If necessary, a flash drive may be substituted for the DVD, AT THE STATE LEVEL ONLY.* **Pre-Requisite Required!**

Website Design Participants (team event, entries are limited to 2 teams per chapter, consisting of 3-5 members) are required to design, build and launch a World Wide Web site that features the team's research about a science, technology, engineering or mathematics (STEM)-related topic. Pre-conference semifinalists participate in an on-site interview to demonstrate the knowledge and expertise gained during the development of the website. To obtain the design brief go to: <http://www.tsaweb.org/Themes-and-Problems>. **Pre-Requisite Required!**

Event Setup Level I - Minimum and Maximum Participants

Description	Level	Event Type	Min Ent.	Max Ent.	Max Teams
Biotechnology	1	Team	2	3	3
CAD Foundations	1	Individual	1	12	
Career Prep	1	Individual	1	12	
Catapult Design	1	Team	2	4	3
Challenging Technology Issues	1	Team	2	2	5
Chapter Team	1	Team	4	6	2
Children's Stories	1	Individual or Team	1	5	3
Community Service Video	1	Individual or Team	1	4	5
Construction Challenge	1	Team	2	4	6
Digital Photography	1	Individual	1	12	
Dragster	1	Individual	1	12	
Electrical Applications	1	Individual	1	12	
Essays on Technology I	1	Individual	1	12	
Flight	1	Individual	1	12	
Forensic Technology	1	Team	2	2	3
Geospatial Technology	1	Team	2	5	3
Inventions and Innovations	1	Team	3	5	5
Junior Solar Sprint	1	Team	2	5	4
Leadership Strategies	1	Team	2	3	4
Mass Production	1	Team	2	4	4
Medical Technology	1	Team	1	2	3
Microcontroller Design	1	Team	1	5	3
Prepared Speech	1	Individual	1	12	
Problem Solving I	1	Team	2	2	6
Promotional Design	1	Individual	1	12	
System Control Technology	1	Team	3	3	1
Safety Poster Computer Generated STATE ONLY EVENT	1	Individual	1	12	
STEM Animation	1	Team	2	5	4
Structural Engineering	1	Team	2	2	5
Tech Bowl I	1	Team	3	3	2
Technical Design	1	Individual	1	12	
VEX Robotics Challenge	1	Team	2	6	6
Video Game Design I	1	Team	1	4	5
Website Design	1	Team	3	5	2

Level II Events

For Level II event themes go to: www.TSAWEB.ORG/Themes-and-Problems

For Level II updates & clarifications, go to: www.TSAWEB.ORG/Competition-Updates

3D Animation Participants (team event consisting of 2 members, maximum of 4 teams per chapter) demonstrate their knowledge of 3D animation technology and design skills to creatively solve the challenge posted on the national TSA website.

Animatronics Participants (team event consisting of 1-4 members, maximum of 4 teams per chapter) demonstrate knowledge of mechanical and control systems by designing, fabricating, and controlling an animatronics device that will communicate, entertain, inform, demonstrate and/or illustrate a topic, idea, subject, or concept. Sound, lights, and a surrounding environment must accompany the device.

Architectural Design Participants (individual or team event consisting of 1-6 participants per team, maximum of 4 teams per chapter,) develop a set of architectural plans and related materials for an annual architectural renovation challenge and construct a physical, as well as a computer-generated model to accurately depict the new design.

Biotechnology Design Participants (three teams of 2-6 individuals per chapter, one entry per team) select a contemporary biotechnology problem (that relates to the current year's published area of focus) and demonstrate understanding of it through documented research, the development of a solution, a display, and an effective multimedia presentation.

Chapter Team (Written and Oral) Participants (team event consisting of 4-6 individuals, 2 teams per chapter, team members do not have to be elected officers of the local TSA chapter) take a written parliamentary procedures test in order to proceed to the semifinals. Semifinalist teams perform an opening ceremony, dispose of 3 items of business, and perform a closing ceremony within a specified time period.

Children's Stories Participants (individual or team event consisting of 1-2 members, 3 teams per chapter) create an illustrated children's story of artistic, instructional, and social value. The story must have a science, technology, engineering, and mathematics (STEM) focus. It may be written in prose or poetry and take the form of a fable, adventure story, or other structure.

Coding Participants (one individual, or one team 1-3 members, 4 teams per chapter) respond to an annual coding-related design challenge by developing a software program that will accurately address an on-site problem in a specified, limited amount of time.

Computer-Aided Design (CAD), 2D Architecture Participants (individual event, maximum of 12 participants per chapter, entries limited to 1 per person) create representations, such as foundation and/or floor plans, and/or elevation drawings, and/or details of architectural ornamentation or cabinetry. *This is a BYOD event. (Bring Your Own Device). Participants*

Computer-Aided Design (CAD), 3-D Engineering Participants (individual event, maximum of 12 participants per chapter, entries limited to 1 per person) create 3D computer model(s) of an engineering or machine object, such as a machine part, tool, device, or manufactured product. *Participants must bring their own computer system, power strip and CAD software.*

Computer Integrated Manufacturing (CIM) Participants (team event consisting of 2-4 members, maximum of 5 teams per chapter) design, fabricate, and use Computer Integrated Manufacturing (CIM) to create a promotional TSA product that will showcase the current conference city and/or state.

Debating Technological Issues Participants (team event consisting of 2 members, maximum of 5 teams per chapter) work together to prepare for a debate against a team from another chapter. Teams are instructed on site to take either the pro or con side of a subtopic (which falls under a general topic) that is designated annually.

Digital Video Production Participants (team event consisting of 2-4 students per team, max of 5 teams per chapter) develop a digital video/film that focuses on the current year's theme. Sound may accompany the film. **Pre-Requisite Required!**

Dragster Design Participants (individual event, maximum of 12 participants per chapter) design, produce working drawings for, and build a CO₂-powered dragster. *Drawings are submitted on-site with the completed dragster.*

Engineering Design Participants (team event, consisting of 2-4 students per team, max of 5 teams per chapter) work to design and fabricate a device that will meet the specific needs of a person with a disability. Through use of a model/prototype, display, and portfolio, participants document and justify their identified problem and solution, as well as the solution's impact on a member of their community and on society. Semifinalists justify and demonstrate their solution in a timed presentation.

Essays on Technology Participants (individual event, maximum of 12 participants per chapter, entries limited to 1 per person) write a synthesis essay to make insightful connections based on a current technological topic.

Extemporaneous Speech Participants (individual event, maximum of 12 participants per chapter) give a three to five minute speech, fifteen minutes after having drawn a card on which a technology or TSA topic for a speech is written.

Fashion Design and Technology Participants (team event consisting of 2-4 students per team, max of 4 teams per chapter) research, design, and create a portfolio and wearable prototype that reflect the current year's theme. Semifinalist teams participate in a presentation/interview in which they present their garment designs to judges.

Flight Endurance Participants (individual event, entries limited to 12 participants per chapter, 1 entry per individual) analyze flight principles with a rubber band-powered model aircraft. *All models are to be built and test flown before the event date.*

Music Production Participants (individual or team event, maximum of two participants per team, 4 teams per chapter) *produce an original musical piece that is designed to be played during the national TSA conference opening or closing general sessions.*

On Demand Video Participants (team event, 2 -4 participants per team, 4 teams per chapter) write, shoot, and edit a sixty second video during the conference in this on-site event. Required criteria, such as props and a line of dialogue, make the competition more challenging and will be revealed at the event orientation meeting. *This is a BYOD event. (Bring Your Own Device). Participants must bring their own camera, laptop or other device for editing and editing software.*

Photographic Technology Participants (individual event, maximum of 12 participants per chapter) capture images and process photographic and digital prints for display that depict the current year's published theme. *Documentation and pictures are to be submitted electronically.* Semifinalists participate in an on-site event in which they record digital images and utilize multimedia software to prepare a storyboard/outline and media presentation of newsworthy TSA conference activities and events. *This is a BYOD event. (Bring Your Own Device). Participants must bring their own camera, laptop or other device for editing and editing software. Pre-Requisite Required!*

Prepared Presentation Participants (individual event, maximum of 12 participants per chapter) deliver an oral presentation that includes audio and/or visual enhancement based on the theme for the current year's conference.

Promotional Design Participants (individual event, maximum of 12 participants per chapter, 1 entry per participant allowed) develop and submit electronically a graphic design that can be used to promote participation in TSA-related interests. *All of the required documentation and graphics are to be submitted electronically via e-mail to justin.touichstone@pte.idaho.gov for judging. Pre-Requisite Required!*

Safety Poster (State Only) Participants (individual event, maximum 8 participants per chapter) generate safety posters designed to direct members' attention to the area of laboratory safety. Contestants are required to produce a computer generated safety poster following specific regulations as described. *Theme: Pre-Requisite Required!*

Software Development Participants (team event consisting of 1-4 members, maximum of 4 teams per chapter) use knowledge of cutting-edge technologies, algorithm design, problem-solving principles, effective communication, and collaborative teamwork to design, implement, test, and document a software development project of educational or social value.

STEM Careers Participants (individual event, maximum 10 members per chapter) develop a specific skill and complete a thorough project about the skill's relationship to a STEM career area of their choice. Participants research and prepare documentation related to the skill and

prepare a video that demonstrates the skill. Semifinalists participate in an on-site interview to discuss the skill developed.

Structural Design and Engineering Participants (team event, 2 members, maximum of 4 teams per chapter) work as a team to build a designated structure that is posted on the TSA website. Teams apply the principles of structural design and engineering through research, design, construction, destructive testing, and assessment to determine the design efficiency of the structure. *The structure must be built prior to the conference. Destructive testing at the conference will determine semi-finalists. Students will be required to wear safety-approved eyewear during the fabrication and structure check-in phase of this event.*

System Control Technology Participants (team event consisting of 2-3 members, maximum of 5 teams per chapter) work on site to develop a computer-controlled model-solution to a problem, typically one from an industrial setting. Teams analyze the problem, build a computer-controlled mechanical model, program the model, explain the program and mechanical features of the model-solution, and write instructions for evaluators to operate the device.

Technology Bowl (Written and Oral) Participants (team event, max of 2 teams per chapter, **must** have 3 participants per team approved by the chapter advisor) complete a written, objective test in order to qualify for oral question/response, head-to-head team competition to demonstrate knowledge of TSA leadership skills and the systems of technology.

Technology Problem Solving Participants (team event, each chapter may enter up to 6 teams, a team consists of 2 chapter members) work together on site to develop and create a solution to a problem using the limited materials provided and the tools allowed.

Transportation Modeling Participants (individual event, maximum of 12 participants per chapter), design and produce a scale model of a vehicle that fits the annual design problem.

Video Game Design Participants (team event, 2-5 participants per team, a max of 5 teams per chapter) [one entry per team] develop an E+10-rated game that focuses on the subject of their choice. The game must have high artistic, educational, and social value and be interesting, exciting, visually appealing, and intellectually challenging. *A working, interactive game will be submitted on a DVD for evaluation. If necessary, a flash drive may be substituted for the DVD. Pre-Requisite Required!*

TSA VEX IQ Competition Participants design and build a robot using the engineering design process that will best address the challenge of the designated VEX game design for the VEX IQ Challenge. In the TSA VEX Robotics Competition (TSA VIQC), compete in Skills Challenges that showcase programming and robot operation prowess. The robot should be structurally efficient, capable of scoring in both robot and programming modes of operation, and demonstrate real-time scoring ability in tournament matches. Rules can be found at: RobotEvents.com

****TSA VEX Teams must also register at: RobotEvents.com for scoring and ranking within VEX.**

Event Setup Level II - Minimum and Maximum Participants

Description	Level	Event Type	Min Participants	Max Participants	Max Teams per Chapter
3D Animation	2	Team	2	2	4
Animatronics	2	Team	1	4	4
Architectural Design	2	Individual or Team	1	6	4
Biotechnology Design	2	Team	2	6	5
Chapter Team	2	Team	4	6	2
Children's Stories	2	Individual or Team	1	2	3
Coding	2	Individual or Team	1	3	4
Computer Aided Design - 2D Architecture	2	Individual	1	12	
Computer Aided Design- 3D Engineering	2	Individual	1	12	
Computer Integrated Manufacturing (CIM)	2	Team	2	4	5
Debating Technological Issues	2	Team	2	2	5
Digital Video Production	2	Team	2	4	5
Dragster Design	2	Individual	1	12	
Engineering Design	2	Team	2	4	5
Essays on Technology	2	Individual	1	12	
Extemporaneous Speech	2	Individual	1	12	
Fashion Design and Technology	2	Team	2	4	4
Flight Endurance	2	Individual	1	12	
Music Production	2	Individual or Team	1	2	4
On Demand Video	2	Team	2	4	4
Photographic Technology	2	Individual	1	12	
Prepared Presentation	2	Individual	1	12	
Promotional Design	2	Individual	1	12	
Safety Poster Computer Generated STATE ONLY EVENT	2	Individual	1	8	
Software Development	2	Team	1	4	4
STEM Careers	2	Individual	1	10	
Structural Design and Engineering	2	Team	1	2	4

System Control Technology	2	Team	2	3	5
Technology Bowl	2	Team	3	3	2
Technology Problem Solving	2	Team	2	2	6
Transportation Modeling	2	Individual	1	12	
Video Game Design	2	Team	2	5	5

Idaho TSA Documentation and Style Guide

Introduction

In today's technological world, communication takes a variety of forms – one of which is writing. Any successful technological endeavor will have with it a set of documents that detail its inception, development and evaluation. The projects for TSA are no different!

Most competitive events require the creation of a documentation notebook. Each event that requires a notebook will require that certain specific items be included – for example, some projects may necessitate drawings or photographs while others won't; some may require photo release forms while others may require work logs. Still, despite their differences, they do have a lot in common. It is the intent of this guide to help you create high quality documentation notebooks for your projects – regardless of the competitive event – for state and national conference submission. **Please review and follow this guide when preparing your documentation notebooks!**

Before we begin, it is critical that it is mentioned that you should follow each specific contest's rules and regulations closely! Don't rely on this guide alone to create the notebook! This guide is not designed to tell you what to include for each contest, but rather, help you format and create professional looking documentation for your project.

General Guidelines

These instructions are general guidelines ONLY. Please refer to the detailed information regarding documentation specific to your individual event!!!

Do You Need Documentation?

The first thing you need to figure out is if you even need a documentation notebook at all. The answer is probably yes, but there are a few events that don't require a notebook. If your project does not require a notebook, turn in only what the contest guidelines call for and nothing more... and nothing less. If you turn in more than is required, there is a good chance that all the additional material will NOT be considered by the judges; if you turn in less than is required, at best you could receive a penalty and at worst, your project could be disqualified. In any case, it's a good idea to ***read over the rules (ALL THE RULES) for an event before you begin*** and assemble whatever materials you will need to complete the project as you go – including a notebook!

DO NOT wait until the last minute to assemble your notebook. Start with the notebook so you can accurately put things in as you do them (like work logs) rather than trying to re-create them later!

The Rules? What are the rules? Where do I find them?

The rules for all of the competitive events are located in the National TSA Competitive Events Guide {there is one for middle/junior high (Level I) and one for high school (Level II)}. You receive access to this once registered. It is not provided by the state.

When do you need to start the notebook?

You need to start building the notebook as you work on your project. Most contests will require you to keep a work log or include the preliminary drawings that you create as you work through the process. ***Do not wait until you are finished with the project to create your notebook!*** If you do, you're liable to leave out crucial information that could mean the difference between winning a medal or not.

Where do you look to see if you need a notebook?

Look at the rules for your competitive event. Find the Regulations or Specific Regulations section. Here you will see **exactly what is required for the contest**, including information on the documentation notebook. Below is an example from the High School National Competitive Events Guide showing the Regulations Section.

The Notebook

- The size of the notebook depends on the amount of material you are required to submit.
- Do **NOT** use pocket portfolios, spiral notebooks, stapled sheets, or 3-ring binders.
- ***Use report type covers like the one pictured here.***
 - Clear cover
 - Fasteners to secure your pages
 - All pages must be secure in the notebook.



The Content

Specific Guidelines

Ok, now that we have established what type of cover to put your documentation in to, you can now dive into the meat of the project...the documentation. *Your documentation has the ability to either make or break your project, so you should spend just as much time on it as you do the rest of the project, if not more!!*

Remember that all the documentation in your notebook must be typed. ***DO NOT include handwritten documentation unless it is specifically called for in the event guidelines.*** Some events may require you to submit notes and sketches – those pieces of documentation are acceptable if handwritten. However, the remainder of the documentation must be typed on a computer and printed on an inkjet or laser printer.

For all events that require a notebook/album, the following items are to be in this order:

1. Title Page
2. Table of Contents (if needed)
3. Content
4. References/Works Cited/Bibliography

For all applicable competitive events, written work—including citations or references—must follow **MLA (Modern Language Association) style.**

For additional help with using the MLA format style, go to:

<https://owl.english.purdue.edu/owl/resource/747/01/>

Yes, we know that the MLA style does not require a Title Page. Documentation to be submitted at TSA National's however does require a Title Page; therefore, we are patterning our requirements after those of Nationals.

All entries must be the original work of the student participant or student team.

All ideas, text, images, and sound from other ***sources must be cited***, including anything that is from the public domain. References and resources are to be cited using MLA (Modern Language Association) style, the most current edition. If copyrighted material is used, proper written permission must be included. Failure to follow this procedure results in disqualification.

Specifications

MicroSoft Word:

This is a valuable resource and can help you greatly in the proper formatting of papers. This skill will become indispensable, not only in TSA competitions, but in academic paper writing as well.

To see a guide in MS Word, go to:

- File
- New
- Type in the box: MLA
- Click - MLA style research paper
- Click – Create

Paper Size:

8 ½” x 11” white unlined copy paper unless otherwise stated by your event guidelines.

Spacing:

Double spaced unless otherwise stated by your event guidelines.

Printing:

Single-sided unless otherwise stated by your event guidelines.

Font Size:

- Use 12 point type. Do not shrink your type to fit on a page; and conversely, do not increase the size of your type to fill a page.
- Do not mix and match type sizes in your document. Keep all text the same size unless specifically instructed to do so for your competition.

Font Style:

- Throughout your documentation, be consistent in the use of fonts and typefaces, both in style and in size. Don't mix and match fonts. It's visually unappealing and makes the notebook look unprofessional. **Pick ONE type face and stick with it throughout the entire documentation notebook.**
- Use a standard type font such as Times New Roman or Arial. Yes, it may be “boring,” but if you have to do some last minute work on a computer that isn't yours, they may not have that fancy typeface you're using. Arial and Times New Roman are standard fonts on

most computers (using one of these two, will help prevent you from having to reformat the entire document!). Besides, using one of these two fonts will make your documentation easier for the judges to read.

- **Do not use Word Art!** Just because you can, doesn't mean you should. For headings, subheadings, and titles, use a bolded, bolded/italic version of the same font you used for the body text.

Character Spacing:

- Put only one (1) space after punctuation ending a sentence. Thanks to computers handling spacing for you, you only need one. And stay consistent in the use of spaces in the document.
- Use one (1) space after a semicolon (;) comma (,) or colon (:).
- Use one space between any state abbreviation and zip code.

Line Spacing:

- Unless otherwise specified in a competitive event's guidelines, all text should be double-spaced with a double-space put in between paragraphs.
- When using bulleted lists, single space individual items; double space between numbered items just like the items in this bulleted list).

Indentations:

- Body text and note text use a half-inch first-line indent
- List of works cited uses a half-inch hanging indent.
- Table titles and source text use a quarter-inch indent.

Margins:

- In general, unless otherwise stated in the competitive event guidelines, all margins should be 1" (one inch).
- Do not shrink or stretch the margins. Don't increase the size of your margins to help stretch the length of your document, and don't decrease them to shorten a lengthy document. Fudging the margins makes the document look unprofessional and messy. It is far better to edit the text to fit the space instead.

Page Numbers:

- Include page numbers, this will help judges easily find information in your documentation.
- Page numbers should be in the same font size and style as used throughout the documentation.
- Page numbers should be at the bottom of the page on the right hand side of the page.
- Do **not** put a page number on the title page.
- Page 1 will be the beginning page of the body content.

This is an example of what a Title Page should look like:

Remember to **spell-check/grammar check** your document...BUT...don't rely completely on the computer. Have someone read it for typographical and grammatical errors before you print it. The computer may not pick-up on the wrong usage of words such as "HEAR" and "HERE" or "THEIR" and "THERE". The misuse of words in your documentation could cost you points and that could translate into a lost medal or trophy!

Title Page

The title page is the start of the written documentation and appears as the **FIRST** page, **INSIDE** the notebook.

Here are the specifications for a Title Page:

- The Title Page is one page in length and should not include any graphics (including Word art), logos, sketches or other identifying information. *Unless a contest specifically asks for other information on the Title Page*
- The Title Page should include:
 - The Event Title
 - The Conference City and State
 - The Year of the Conference
 - The Team/Chapter ID Number – This number should have been provided to your chapter advisor after registration for the state conference. This number will change if the project progresses from the state conference to the national conference. Do **NOT** include your name, school name, or any identifying information other than your ID number.

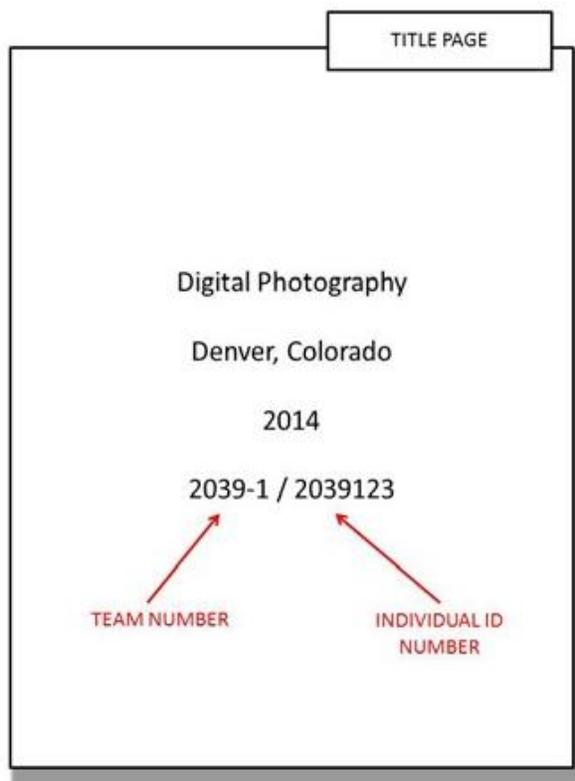


Table of Contents

Most documentation notebooks will require a Table of Contents. Here are the specifications for the Table of Contents:

- The Table of Contents can be as many pages as needed.
- The Table of Contents heading should be centered at the top of the page, followed by a double space.
- The items in the table of contents should include all the items called for in the event's guidelines and they should be in the same order as called for in the guidelines.
- The names of the items in the table of contents should be flush left.
- The page numbers should be right-aligned with leader lines as shown in the example shown below.

TABLE OF CONTENTS	
Introduction.....	1
Investigation	
Identification of the Problem.....	2
Design Brief.....	3
Design Specifications.....	5
Design	
Design Process.....	7
Production Plan.....	9
Solution Creation	
Tools, Materials & Processes.....	11
Work Log.....	12
Evaluation	
Evaluation of Solution.....	13
Evaluation of the Production Plan.....	15
Self Evaluation.....	17
Suggested improvements.....	19
References.....	20

The items in the table of contents should be listed exactly as they appear in the event guidelines. They should be flush left.

There should be a dot leader to direct the reader to the page number.

The page numbers should be flush right against the margin.

All type should be the same size and the same font as the rest of the document. No artwork, logos or other graphics should be included on this page. KEEP IT SIMPLE!

Tables

Tables are useful in showing data and you should use them where appropriate. However, unless they are formatted neatly and consistently, the data becomes lost or unusable.

Here are the formatting guidelines for tables:

- Use bold type for titles and column headings
- Column headings should be centered over column.
- Tables using one- and two-line column headings should be aligned at the center of the cell.
- Unless specifically required by your event's guidelines, gridlines should be used.
- Include the dollar sign (\$) when showing dollar amounts in columns.
- All columns containing numbers should be right aligned or decimal aligned.
- All columns containing text should be left aligned (with the exception of column headings).
- The body of the table should be single-spaced.
- Tables should be centered on the page horizontally unless otherwise indicated.

TABLES

Use bold type for titles and column headings. Column headings should be centered over the columns.

Tables using one- and two-line column headings should be aligned at the center of the cell.

Unless specifically required by your event's guidelines, gridlines should be used.

Example of a Table

Column Heading	Column Heading	Column Heading
Text goes here. It is flush left.	Text goes here	\$100.00
The table is centered on the page. Note that text can take up more than one line.	Text can also go here.	\$200.00
Use gridlines for any table you create.	And so is this.	\$300.00
Make sure you align your decimal places.	And this is, too!	\$400.00

All columns containing text should be left aligned.

The body of the table should be single-spaced.

Include the dollar sign (\$) when showing dollar amounts in columns. All columns containing numbers should be right aligned or decimal aligned.

Tables should be centered on the page horizontally unless otherwise indicated.

References/Sources/Works Cited/Bibliography

You will be required to cite where you got the information that you used in the creation of your project(s). If you think you can just cut/copy/paste from the Internet – think again. That’s plagiarism and it will get you disqualified faster than anything! Yes, take the information...read it...digest it...analyze it...even quote it...but don’t forget to cite where you got it! (And no, www.google.com is not a reference. Google is a search engine. It’s the website Google takes you to that’s the source - and even then, it may not be the original one!)

In TSA documentation, you must use MLA format (MLA stands for Modern Language Association). If you want to really get into the MLA format, you can visit this website: www.mla.org/style. However, below is a quick reference checklist for you. The checklist, provided courtesy of FBLA-PBL, shows how each of the various sources should be cited in a References section in your documentation. (FBLA-PBL Format Guide. Reston, VA. FBLA-PBL, 2014).

References MLA Style

REFERENCES – MLA STYLE

- Sample Book Reference:
Bohlman, Herbert M., and Mary Jane Dundas. *The Legal, Ethical and International Environment of Business*. 5th ed. Cincinnati, OH: Penguin, 1987. Print.
- Sample Book Reference without Author:
The Economist, Princeton Press: Princeton, 1997. Print.
- Sample Magazine Reference:
Cohen, Stephen S., and J. Bradford DeLong. “Shaken and Stirred.” *Atlantic Monthly* Jan.-Feb. 2005: 112. Print.
- Sample Magazine Reference without Author:
“Coca-Cola Paid CEO \$32 Million U.S. in 2007.” *Toronto Star* 4 Mar. 2008: B2.
- Sample Internet Reference:
Thomason, Larisa. *HTML Tip: Why Valid Code Matters*. *Webmaster Tips Newsletter*. Dec. 2003. NetMechanic. 6 Jan. 2008 <www.netmechanic.com/news/vol6/html_no20.htm>.
- Sample Encyclopedia:
Nazi Party. *New Encyclopedia Britannica*. New York: Somerset, 1997 ed.
- Sample Interview Reference:
Chirac, Jacques. Interview by John Smith. *Time* 16 Feb. 2003. 10 Oct. 2005
www.time.com/time/europe/magazine/2003/0224/cover/interview.html

Resume

Some contests require you to turn in a resume. Here are some tips to create a clear readable resume that can be read by the optical character recognition scanners some employers use. Even though you won't have your resume scanned by a machine in a TSA competition, it's still a good idea to keep these pointers in mind when creating a resume:

- Use a single, non-decorative font (Arial or Times New Roman are the most common)
- Be sparing in your use of boldface, italics and underlining.
- When it comes to bullets, do not use round hollow bullets as they can be misread by scanners some employers use. They could be misread as the lowercase letter "o" or the digit zero. Instead, use round, solid bullets.
- Avoid using any shading or boxes on your resume.
- Be careful that you do not have letters that touch each other. Scanners have trouble interpreting text when characters touch or overlap.
- Do not use ampersands (&) percent signs (%) or foreign characters as the scanner may not read them properly.
- Try not to use lines or other graphic elements on your resumes. Scanners have a tough time translating them.
- Do not use a multi-column format. Scanners read text left to right and cannot distinguish between columns like the human eye can.
- Begin each line at the left margin and do not justify the right margin.

On the next page is one sample of how a resume could look. You do not have to use the exact format of the sample presented here; it is only there to help get you started. There are many other examples of resumes available on the Internet or through resources available through your teacher.

Sample Resume

Johanna S. Bach

123 Main Street
Anytown, US 12345
(555) 555-5555

Be careful! Don't put your real name of identifying information on a resume unless the

Objective:

Use common subject headings followed by a colon.

A very impressive and convincing objective statement should be written to enrich worth of a resume. Resume objective can be two to three lines in length. Be concise and mention the mane of the position you are applying for.

Employment History:

Company Name, City, State – Month/Year to Month/Year
Bullet points of job duties go here
Bullet points of job duties go here
Bullet points of job duties go here

Company Name, City, State – Month/Year to Month/Year
Bullet points of job duties go here
Bullet points of job duties go here
Bullet points of job duties go here

Company Name, City, State – Month/Year to Month/Year
Bullet points of job duties go here
Bullet points of job duties go here
Bullet points of job duties go here

For employment date ranges, be specific for each experience.

Skills:

Job related sills will be written here as bullets.
Job related sills will be written here as bullets.
Job related sills will be written here as bullets.

List skills that directly relate to the job you are applying for.

Education:

Degree/Diploma, School, City, State, Year of Degree/Diploma
Degree/Diploma, School, City, State, Year of Degree/Diploma
Degree/Diploma, School, City, State, Year of Degree/Diploma

Make sure you include relevant educational experiences, including internships

References:

Available Upon Request

Prepare a list of references (at least 3and include all contact information ahead of time just in case the interviewer asks for them.

State Officer Information

If a student is interested in running for state office, they will need to access the links below and follow the instructions.

State Office Application:

http://pte.idaho.gov/pdf/Engineering/Idaho_TSA/State_Officer_Application_16-17.pdf

State Officer Study Guide:

http://pte.idaho.gov/pdf/Engineering/Idaho_TSA/Idaho_TSA_StateOfficerCandidateStudyGuide_2016-2017.pdf

Alumni

Social Media

Website

http://www.pte.idaho.gov/Engineering/TSA/TSA_Home.html

Facebook

Idaho TSA

Twitter

Idaho TSA (@IdahoTSA)

Instagram

Idaho_TSA

Idaho TSA Dress Code

Chapter and State Advisors are responsible for ensuring that all TSA members follow the TSA dress code as occasions require. Official TSA attire may be purchased at the TSA website:

<http://www.costore.com/tsa/welcome.asp>

Competition or General Session Attire as listed below is considered appropriate for dress conference activities and public appearances. Since advisors, parents, and guests serve as role models at TSA Conferences and activities, they too are expected to dress appropriately.

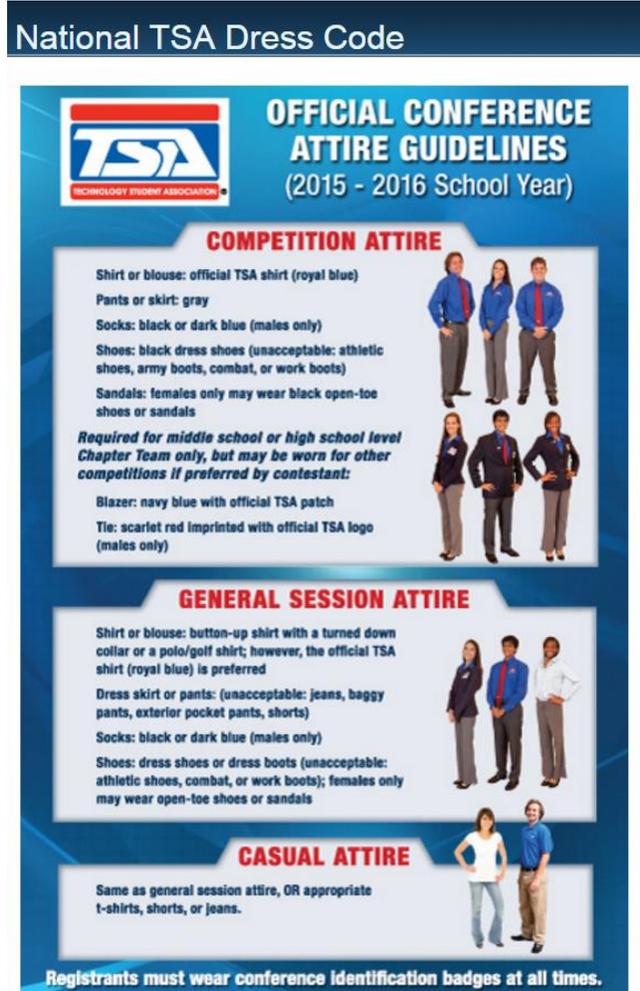
During general sessions at the state/national conference, student members must follow the national dress code listed below. Adults must dress appropriately.

TSA contestants should refer to the competitive events CD for specific attire required for each competition and in the Competitive Events Attire section in the general rules.

Official TSA Attire is encouraged, but not required for the Idaho State Leadership Conference.

The Official TSA Competition Attire will only be required for students who attend nationals or serve as state officers. New state officer candidates will follow “General Session Attire” through the state conference.

For the state conference, if there is a safety concern with “General Session Attire” for a specific event, shop aprons may be worn over “General Session Attire” at the discretion of the Event Coordinator and Judges for that event.



National TSA Dress Code

OFFICIAL CONFERENCE ATTIRE GUIDELINES
(2015 - 2016 School Year)

COMPETITION ATTIRE

Shirt or blouse: official TSA shirt (royal blue)
Pants or skirt: gray
Socks: black or dark blue (males only)
Shoes: black dress shoes (unacceptable: athletic shoes, army boots, combat, or work boots)
Sandals: females only may wear black open-toe shoes or sandals

Required for middle school or high school level Chapter Team only, but may be worn for other competitions if preferred by contestant:

Blazer: navy blue with official TSA patch
Tie: scarlet red imprinted with official TSA logo (males only)

GENERAL SESSION ATTIRE

Shirt or blouse: button-up shirt with a turned down collar or a polo/golf shirt; however, the official TSA shirt (royal blue) is preferred
Dress skirt or pants: (unacceptable: jeans, baggy pants, exterior pocket pants, shorts)
Socks: black or dark blue (males only)
Shoes: dress shoes or dress boots (unacceptable: athletic shoes, combat, or work boots); females only may wear open-toe shoes or sandals

CASUAL ATTIRE

Same as general session attire, OR appropriate t-shirts, shorts, or jeans.

Registrants must wear conference identification badges at all times.

Appendix - Forms

Idaho TSA - Honor Cords Form (Page 1 of 2)
2016 TSA Legacy Honors Cords Award Application



Email To: Justin Touchstone
Justin.Touchstone@PTE.Idaho.Gov

Deadline for application: February 1st

Prerequisites: (Students must meet all prerequisites to be eligible for award)

- Applicant must be a graduating senior
- Applicant must have actively participated in TSA during their senior year
- Applicant must have a minimum of two years of TSA experience
- Applicant must have a Letter of Recommendation of a current or past TSA Advisor

1. Have you participated in at least three TSA conferences? Please discuss your answer:

2. Have you or are you currently serving in a leadership role at a chapter or state level? Please discuss your answer.

3. Have you participated in TSA at a national level? Please describe your TSA experiences, including any awards received.

Idaho TSA - Honor Cords Form (Page 2 of 2)



Please describe your involvement with any TSA related community service projects.

4. **Essay Section:** With TSA there are many responsibilities for each member from participating in competitions to helping the chapter with meetings. It is important for each member of the chapter to contribute equally and share their best attributes that they can bring to the table. Furthermore, it is also important for members of a team to hold key values. The following are several key values that the TSA State Officer team finds truly important. To further demonstrate how you bring your best to your TSA chapter and are leaving your legacy with your chapter please write a short essay on one of the following prompts:

- Modeling the Way
- Challenging the Process
- Enabling Others to Act

The essay should be between 250-500 words in length and describe the applicant's participation in the local TSA Chapter.

*Please use a separate sheet of paper.

Candidate's Name (Print)	
Candidate's Signature	Date
Recommending Advisor's Name (Print)	
Recommending Advisor's Signature	Date
School Administrator's Name (Print)	
School Administrator's Signature	Date

*Please also attach the letter of recommendation from your recommending advisor.

Idaho TSA - Authorization and Release Form (Page 1 of 3)



CONSENT, RELEASE, HOLD HARMLESS AND AUTHORIZATION TO REPRODUCE PHYSICAL LIKENESS

This form is required of all minors and adults who attend an Idaho TSA (ITSA) state level event. It is the responsibility of the chapter advisor to make sure there is a completed form for each participant and to give a copy to their state advisor prior to the conference/event. ITSA reserves the right to request a completed copy of this form at any time from the chapter advisor. Do not send this form to the national ITSA office.

As used below, (ITSA) shall mean the (State) Technology Student Association and its officers, directors, employees, assigns, and agents (including any third party designated and approved by ITSA) at any time, including, without limitation, individuals or entities involved in print, publication, television, broadcast, or video media.

As used below, "Participant" shall mean any individual, student, advisor, teacher, or volunteer involved in an ITSA activity. The participation in any ITSA program, meeting or conference (collectively, the "Event"), agrees to the following:

I hereby grant to ITSA the right to photograph and/or videotape me (my child) during my participation in an Event. I further grant to ITSA, forever and throughout the world, the right to use these photographs and videotapes of my likeness, voice and sounds during my participation, and to reuse or license the right to such photographs and videotapes of my participation, and my name, likeness and biography, as ITSA may desire, in all media and in all forms and for all purposes, including without limitation, advertising and other promotions for ITSA, without further compensation to me or any limitation whatsoever.

In granting this license, I understand that ITSA is not under any obligation to exercise any of their rights, licenses and privileges herein granted. Each such photograph and videotape shall be a 'work for hire' and ITSA shall be deemed the owner of any copyright and/or trademark rights therein (and all applications, registrations and renewals resulting there from). If, however, the work is deemed not to be a work made for hire by a court of competent jurisdiction, then this Consent and Release to Produce Physical Likeness ("Release") shall constitute an irrevocable assignment by the Participant of the worldwide copyright in the work to ITSA.

It is an ITSA policy not to print a minor's picture accompanied by his/her name unless ITSA has obtained specific permission from his/her parent or guardian.

The undersigned being fully cognizant of the risks in participating in an Event, hereby assumes the risks of bodily injury (including, without limitation, death) and property damage, inherent in such participation. Exception to the extent due to the gross negligence or willful misconduct of ITSA, to the fullest extent permitted by applicable laws, I hereby waive any claims or causes of action which I may now or forever have against ITSA arising out of my participation, and I will indemnify and hold harmless ITSA against any and all claims resulting from such participation. I hereby release ITSA and its respective successors, affiliates, licensees and assigns from all claims, demands, liabilities, damages, costs and expenses (including, without limitation, attorney's and other professional fees and expenses) that I may now or ever have against ITSA arising in connection with my participation in the Event and ITSA's

Idaho TSA - Authorization and Release Form (Page 2 of 3)



exercise of rights hereby granted, including, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort.

In the event I should sustain injuries or illness while involved in an Event, I hereby authorize ITSA to administer, or cause to be administered, such first aid or other treatment and medications I may bring as may be necessary under the circumstances, to include treatment by a physician or hospital of ITSA's choice.

This Release shall be binding upon my heirs, personal representatives and assigns, and me and shall be governed by and construed under the laws of the Commonwealth of Idaho without regard to conflicts of laws principles. Venue for any legal action arising out of or in connection with this Release shall be in Ada County, Idaho.

This release constitutes the entire agreement among the parties hereto with respect to the subject matter of this Release and supersedes any and all previous agreements among the parties, whether written or oral, with respect to such subject matter. I understand that this form involves a release of legal rights. A parent or guardian agrees to all of these terms on behalf of a minor.

Please complete the form below and on the next page.

Chapter (School Name)		City	
Participant's Full Name (First, Middle, Last)			
Age	Birth Date (MM/DD/YYYY)	Home Phone (Please include area code)	
Participant's Home Address			
City		State	Zip Code
Family Physician		Physician's Phone Number (Please include area code)	
Name of Emergency Contact Person		Contact Person's Phone Number (Please include area code)	
Contact Person's Street Address			
City		State	Zip Code
Name of Person Responsible for Your Medical Bills (Guarantor)		Guarantor's Relationship to Participant	
Guarantor's Employer		Employer's Phone Number (Please include area code)	
Employer's Address			
City		State	Zip Code



Health Information - In the event of an emergency this information will be given to attending medical personnel		
Insurance Company		Insurance Company 's Phone Number (Please include area code)
Insurance Company's Address		
City	State	Zip Code
Insurance Plan Number	Insurance Group Number	Insured ID Number
Do you have any known allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please list		
Do you have a history of diabetes, heart condition, asthma, epilepsy, rheumatic fever, or other existing medical conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please explain		
Are you taking medication? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', list what kind		
Do you have any physical restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please explain		
Do you wear contact lenses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
When did you last have a tetanus shot?		
Signature of Participant - <input type="checkbox"/> Check here if you are over 18 and can sign for yourself		Date
Signature of Parent/Guardian		Date

Idaho TSA - Code of Conduct and Ethics Form (Page 1 of 2)



Student Attendees

1. "Participant" shall mean any TSA member (voting or non-voting) attending a state level conference/event. This includes all advisors, parents, guests, etc.
2. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible. Delegates must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface.
3. Participants shall keep their advisors informed of their activities and/or whereabouts at all times.
4. Participants should be prompt and prepared for all activities.
5. Participants should be financially prepared for all possibilities.
6. Participants not staying at the official conference hotel shall be off the hotel grounds by curfew or immediately following the last scheduled event.
7. There will be NO romantic interactions of any kind during state sponsored events.
8. No alcoholic beverages, narcotics, firearms or weapons, in any form, shall be possessed by participants, alumni or other conference attendees at any time, under any circumstances.
9. Smoking or gambling in public will not be permitted since a delegate in TSA attire is officially representing a state and/or national association of TSA.
10. No participants shall leave the conference hotels (except for authorized events) unless permission has been received from chapter/state advisors.
11. Participants are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered.
12. Identification badges must be worn on the chest at all times by all persons in conference attendance.
13. Both state and chapter advisors will be responsible for their participants' conduct.
14. Participants violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. Individual participants may be sent home immediately at his or her own expense. Curfews will be enforced (all participants will be in assigned rooms by the announced times).
15. Casual wear will be acceptable only during specific social functions as designated.
16. No helium balloons are permitted at the conference.
17. The TSA State Advisor reserves the right to dismiss any person from the conference for inappropriate actions.

Idaho TSA - Code of Conduct and Ethics Form (Page 2 of 2)



Advisors

1. Advisors shall conduct periodic meetings with their student participants and voting participants for the purpose of reviewing the many conference activities of which they may take advantage, obtaining progress reports, emphasizing time schedules, sharing successes, and overall, to ensure that the students are taking full advantage of the conference and its activities.
2. Advisors shall keep an agenda of their own schedule and give it to their students so that the advisor may be reached during the conference at any time.
3. Each advisor shall be responsible for ensuring that student participants adhere to all conduct practices and procedures as published in this book.
4. The rules, as stated in this Code of Conduct and Ethics Form and in the Dress Code are called to your attention for review and apply to advisors and parents as well as students.

Participant's Signature	Date
Parent/Guardian's Signature	Date
TSA Chapter Advisor's Signature	Date

Idaho TSA - Transportation Waiver Form



TSA State Director	Justin Touchstone		Cell Phone:	208-283-4749
			Email:	Justin.Touchstone@PTE.Idaho.gov
State Office Specialist	Lori Bradfield		Cell Phone:	208-800-8294
			Email:	Lori.Bradfield@PTE.Idaho.gov

I am the Parent/Legal Guardian of: _____
Student's Name

And I HEREBY GIVE MY PERMISSION for the representatives of Idaho TSA to transport my child to and from any of the activities that they attend.

Waiver Claims That:

- I give permission for TSA representatives to DRIVE MY CHILD in a RENTED VEHICLE to/or FROM ANY EVENT.
- I give permission for TSA representatives to ACCOMPANY MY CHILD on ANY MODE OF MASS TRANSIT to/or FROM ANY EVENT.
- I, the undersigned, UNDERSTAND THAT MY CHILD MAY BE AT GREATER RISK OF INJURY OR DEATH BY BEING TRANSPORTED IN A PRIVATE AUTOMOBILE OR MASS TRANSIT MODE AND ASSUME SUCH RISK ON BEHALF OF MY CHILD. I AGREE NOT TO HOLD TSA IDAHO REPRESENTATIVES LIABLE FOR ANY SUM WHICH I MIGHT CLAIM AS A RESULT OF PERSONAL INJURY, OR PROPERTY DAMAGE ARISING OUT OF, OR CAUSED BY ANY ACCIDENT OR OCCURRENCE DURING THE TIME SAID CHILD IS BEING TRANSPORTED.
- Students are required to notify TSA Representatives that they will be providing their own transportation at least 24 hours in advance of the activity. Approval of this request is at the discretion of Idaho Career & Technical Education (ICTE) and the State Advisor.

It is understood and agreed that my permission to allow TSA representatives to transport my child can be revoked at any time at my discretion.

By signing below, you are giving your permission for your child to be transported to and during any State Level TSA event.

Parent/Guardian (Print)	Date
Parent/Guardian (Signature)	Cell Phone Number
Emergency Contact Name	Cell Phone Number

Idaho TSA - Housing Form



This form must be received by the hotel by:

Remember to attach payment and room list forms

Please Send Housing Forms and Payment to:

La Quinta Inn & Suites
 539 Pole Line Road
 Twin Falls, ID 83301
 (208) 736-9600

School Information		
Group Name:		
School Name:		
Advisor's Name:		
Advisor's email (where room confirmations can be sent):		
Advisor's Phone Number:		
School Address:		
City:	Zip	
Phone:		
Date of Arrival:		
Date of Departure:		
Total Amount Due:		

All rooms = \$129.00 + 8 % room tax per night (discounted rates may be available, call early).

Number of Rooms _____ X Number of Nights _____ X 8% Sales Tax
 \$ _____ = Total Amount Due

All payments must be on school district checks or school district card.

Make Payment Arrangements with the Hotel!

Idaho TSA - Housing Rooming List Form



Please list each of the students grouped according to the hotel rooms they will be in {Maximum of four (4) people per room}. Attach as many sheets as needed to complete your guest list.

	Grade/Sponsor	Last Name, First Name	M/F	Special Notes
1				
2				
3				
4				
	Grade/Sponsor	Last Name, First Name	M/F	Special Notes
1				
2				
3				
	Grade/Sponsor	Last Name, First Name	M/F	Special Notes
1				
2				
3				
4				
	Grade/Sponsor	Last Name, First Name	M/F	Special Notes
1				
2				
3				
	Grade/Sponsor	Last Name, First Name	M/F	Special Notes
1				
2				
3				
4				
	Grade/Sponsor	Last Name, First Name	M/F	Special Notes
1				
2				
3				
4				

Idaho TSA - Event Substitution Form

Any requests for substitutions, must be turned at/or before registration of the Student Leadership Conference (SLC)



School:			
Event:			
Original Participant #:		Name:	
Team #:		Level:	
Substitution Participant #:		Name:	
Team #:		Level:	

School:			
Event:			
Original Participant #:		Name:	
Team #:		Level:	
Substitution Participant #:		Name:	
Team #:		Level:	

School:			
Event:			
Original Participant #:		Name:	
Team #:		Level:	
Substitution Participant #:		Name:	
Team #:		Level:	

School:			
Event:			
Original Participant #:		Name:	
Team #:		Level:	
Substitution Participant #:		Name:	
Team #:		Level:	

School:			
Event:			
Original Participant #:		Name:	
Team #:		Level:	
Substitution Participant #:		Name:	
Team #:		Level:	