



**State Officer  
Candidate Information  
Overview and Application**

Candidates seeking office for the

**2018-2019**

School Year

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## Idaho TSA State Officer Candidate Information Overview

### Chapter Advisor Responsibilities

- The Idaho TSA local chapter Advisor is the only person authorized to initiate state officer nominations.
- The ID TSA local chapter Advisor may use any procedure he/she wishes to determine which candidate is eligible to run for office using the guidelines below.
- The local chapter advisor is responsible for ensuring that the State Officer attends all mandatory training and meetings and travels with an adult (either parent/guardian, the local chapter advisor, State Coordinator or State Advisor) to all Idaho TSA functions.
- It is the ID TSA local chapter Advisor's responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the ID TSA Manager. All materials must be postmarked or received in pdf form by email by February 16, 2018.

### Expectations for Candidacy as an Idaho TSA State Officer

- Current Idaho TSA members (active) in good standing are eligible to run for or hold a state office.
- Enrolled as a ninth (9th) through eleventh (11th) grade student
- Candidate must meet guidelines for the State No Pass/No Play requirements
- A candidate may seek only one state office per year
- Have a thorough knowledge of parliamentary procedures and the ID TSA bylaws
- A candidate must be a member of ID TSA for at least one year before seeking a state office and have held a local chapter officer position in that time
- All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance
- All candidates should read carefully the section in the ID TSA bylaws on the duties and responsibilities of the office that they seek
- Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot
- State officer candidates must understand the TSA creed and know it from memory and be able to recite it during the Idaho TSA State Conference
- State officer candidates must have completed the current year's Officer Candidate Test by February 16, 2018 with a passing grade of 70% or better
- Candidates must have held a local chapter officer position prior to the election

## Overall Duties and Responsibilities of an Idaho TSA State Officer

By electing you to a ID TSA state office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities.

*Duty is defined, as “the conduct, obedience, loyalty, and submission required of an officer.”*

*Responsibility is “the reliability and moral accountability for duties expected of an officer.”*

Together, duty and responsibility convey the conduct and performance appropriate to all Idaho TSA State Officers.

Regardless of which office you hold, your duties and responsibilities an Idaho TSA State Officer obligate you to do the following:

- Attend all scheduled meetings
- Communicate with the State President, State Advisor, and CTSO Manager regularly and respond to email within 24 hours of receiving an email
- Understand the mission and goals of Idaho TS.
- Understand the TSA bylaws
- Understand the TSA creed and know it from memory and be able to recite it
- Be familiar with the organizational structure and policies of Idaho TSA
- Understand and correctly use parliamentary procedure
- Memorize appropriate ceremonies and rituals
- Be prepared to conduct organization and State meetings
- Be prepared to serve as a speaker
- Be loyal to Idaho TSA
- Assist other officers to accomplish their tasks
- Practice good speaking and writing skills as you represent the state association.
- Prepare and present Leadership Lessons at FLC
- Be helpful, respectful, and responsible to all people

## ID TSA State Officer Candidate Application and Election Procedures

- Candidates must complete the “State Officer Candidate Agreement Form” and the “State Officer Candidate Application” and submit these, *along with their photo* (preferably their school picture), and a *one-page resume* to the TSA Manager by February 16, 2018 (postmarked or emailed pdf received by February 16, 2018). The information provided along with the photo becomes property of ID TSA and may be published in print form or electronically.
- Candidates must attend the state officer candidate orientation meeting held at the State Conference (date and time to be published in the program).
- Only candidates declared eligible can seek nomination. Voting will be done by designated voting delegates. Other official business may also be conducted during the election session. Candidates declared eligible will be announced at the beginning of the campaign session. Candidates will not be nominated from the floor.
- The newly elected state officers will be announced at the Awards Ceremony of the State Conference.

***Deadline: Postmark date or received as a pdf file by email no later than February 16, 2018***

***Send to: Sean Courtright***  
***[Sean.courtright@cte.idaho.gov](mailto:Sean.courtright@cte.idaho.gov)***  
***or***  
***Idaho TSA Manager***  
***650 West State St, Suite 324***  
***Boise, ID 83720***

## Campaigning

- No campaigning should take place prior to the State Conference.
- No campaign material shall be attached to the walls or other property of the conference facility.
- Time will be provided for delegates to “meet the candidates.”
- Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions. No campaign hand-out material is permitted during these sessions.
- Candidates for all offices will be limited to a THREE MINUTE speech.
- All local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
- With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks.
- It is the responsibility of each officer candidate to see that all campaign material is picked up and removed one hour prior to the election session. No campaign material will be allowed in the election session.
- There will be NO campaigning after curfew. This includes officer candidate interviews.

## Idaho TSA Officer Candidate Application

**Application:** Send pages 7-15 with all sections completed and signed.

**Deadline:** Postmark date or emailed as a pdf on or before February 16, 2018

**Send to:** Sean Courtright, Idaho TSA Manager.

Candidate's Name: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

School Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ School Phone ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Years in TSA: \_\_\_\_\_

Parent/Guardian's E-mail Address: \_\_\_\_\_

**General Officer Pool:** (select two that you would like if elected)

*President*      *Vice President*      *Secretary*      *Treasurer*      *Reporter*      *Sergeant-At-Arms*

Current year in school: 9      10      11

Grade point average (4-point system): \_\_\_\_\_

Please list the technology education courses that you have taken, or that you are currently enrolled in:

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What chapter officer positions and any state offices have you held and what was one of your proudest moments? \_\_\_\_\_

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What is your favorite TSA experience or moment and why? \_\_\_\_\_

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Why do you wish to be a TSA state officer?

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What would be your strengths as a member of the ID TSA state officer team?

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What is your career objective and plans after high school to get there?

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Please rate your abilities in the following areas. This rating information is only for the knowledge of the ID TSA Advisory Council and will not be made public. Please be candid.

(Place a check mark in the box that represents your personal ability level.)

Public Speaking	Excellent	Good	Fair	Poor
Writing Skills	Excellent	Good	Fair	Poor
Committee Work	Excellent	Good	Fair	Poor
Competitive Events	Excellent	Good	Fair	Poor
Parliamentary Procedure	Excellent	Good	Fair	Poor
Leadership Skills	Excellent	Good	Fair	Poor
Computer/Technical Skills	Excellent	Good	Fair	Poor

(Circle all of the underlined words that best describe you.)

I am ***Confident,*** ***Shy,*** ***Proud,*** ***Supportive,*** ***Demanding,*** ***Well Groomed,***  
***Team Oriented,*** ***Helpful,*** ***Better working alone,*** ***Loud,*** ***Busy,*** ***Overloaded,***  
***Disorganized,*** ***Likeable,*** ***Talkative,*** ***Passive,*** ***Sometimes Grumpy,*** ***an Individual***

I have completed this application and want to be a state officer without any reservations:

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*Candidate Signature*

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*Parent Signature*

## ID TSA Officer Candidate Agreement Form

I, \_\_\_\_\_, have read and understand the qualifications of the Idaho TSA State officers and realize the duties of the office that I am seeking. If elected, I agree to be present and to participate in all required ID TSA activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my ability.

As an Idaho TSA State Officer, you will be required to attend the following activities:

TIME COMMITMENT & RESPONSIBILITIES					
Event	Date	Location	Attendance	Student Responsibility	Idaho TSA Responsibility
<b>Monthly Conference Calls</b>	2 <sup>nd</sup> Tuesday of month or as agreed upon	Google hangout	Required	Internet connection, device	
<b>Joint Student Leadership (JSL)</b>	June 12-15	Boise, ID	Required	Incidentals and extra meals	Travel, hotel, meals during conference
<b>National Conference</b>	June 22-26	Atlanta, Georgia	Highly Encouraged; Not Required		\$250 Provided by ITSA to Officer after attending National Conference
<b>REACH</b>	July 31-Aug 2, 2019	Boise, ID	Required, President only		Travel, hotel, meals during conference
<b>Building and Achieving Success in Idaho Chapters (BASIC)</b>	Sep 16-17, Sep 23-24, Sep 30-Oct 1, and Oct 14-15	Pocatello, Twin Falls, Boise, Lewiston	Required to attend at least one		Travel, hotel, meals during conference
<b>Student Day at the Legislature (SDAL)</b>	January, 2019	Boise, ID	Required for State President		Travel, hotel, meals during conference
<b>Winter Planning</b>	January 31-February 2, 2018	Boise, ID	Required		Travel, Hotel, Meals
<b>TSA State Leadership Conference</b>	March 7-9, 2019	CSI	Required		Travel, Hotel, Meals during
<b>New Officer Orientation</b>	March 9, 2018	Nampa Civic Center, Nampa, ID	Required		Snacks
COSTS					
Item	Date Required	Student Responsibility	Idaho TSA Responsibility		

Officer Uniform		Responsible for possessing official attire	
Officer Polo			Provided by ITSA
Officer Name Tags			Provided by ITSA

I certify that I am a member in good standing of the \_\_\_\_\_ Chapter.

- Attached is a one-page resume listing my TSA, school and/or community activities.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

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Name of Local Advisor \_\_\_\_\_

As this Idaho TSA State Officer Candidate's Local Advisor, it is without reservation that I recommend him/her as an Idaho TSA State Officer.

Signed: \_\_\_\_\_ **Note: Local Advisors must complete the following Local Advisor's Responsibilities Form in addition to signing this form.**

## Social Media Code of Conduct

While holding my TSA office (March 2018 – March 2019) I, \_\_\_\_\_ . Agree to follow all the guidelines of TSA with regard to social media use. This includes, but is not limited to Facebook, Twitter, Pinterest, Tumblr, SnapChat and Instagram. As an elected officer of Idaho TSA, I agree to the following:

- I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- I will not say anything derogatory towards a specific religious or political group.
- I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA).
- I will not post any content with vulgar language or references.

*In addition, officers will abide by the following guidelines of a leader:*

- Use proper grammar in every post on social media
- Maintain a positive and professional image
- Wear appropriate clothing in a modest manner
- Promote TSA and build excitement for members through my social media pages
- Support the other officers on social media with regard to TSA and personal activities
- Keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When asked to remove a certain post, I will respect that opinion and take down the post.
- Always be respectful on social media
- I understand that if I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression. (Including but not limited to state officer point deduction, behavior contract, or removal from office.)

Signature of Officer: \_\_\_\_\_

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

## Local Advisor must complete the following section:

Based on your experience with the officer candidate, please circle either yes or no, to indicate whether or not you believe the officer candidate is capable of fulfilling the duties listed below:

- |     |    |  |
|-----|----|--|
| Yes | No | Attend all meetings and scheduled training workshops.                      |
| Yes | No | Respond to communication in a timely manner                                |
| Yes | No | Understand the mission and goals of Idaho TSA.                             |
| Yes | No | Understand the TSA bylaws.   |
| Yes | No | Understand the TSA creed and know it from memory and be able to recite it. |
| Yes | No | Be familiar with the organizational structure and policies of Idaho TSA.   |
| Yes | No | Understand and correctly use parliamentary procedure.                      |
| Yes | No | Memorize appropriate ceremonies and rituals.                               |
| Yes | No | Be prepared to conduct organization and State meetings.                    |
| Yes | No | Be prepared to serve as a speaker.   |
| Yes | No | Be loyal to Idaho TSA.   |
| Yes | No | Assist other officers to accomplish their tasks.                           |
| Yes | No | Practice good speaking & writing skills as an Idaho TSA representative.    |

**Endorsees: We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We have fully reviewed and understand the Idaho TSA State Officer Candidate information overview, official application, agreement form and other related documentation.**

\_\_\_\_\_  
Parent or Guardian (please print name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor (please print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal (please print name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal's signature if moving up to the High School

\_\_\_\_\_  
Date

## Idaho TSA State Officer Code of Conduct

It is the responsibility of all Idaho TSA State Officers to conduct themselves in a proper, businesslike manner at all times.

- All officers are expected to attend and be on time to all meetings and events during the year.
- All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon Idaho TSA.
- Conduct not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with non-conference individuals or activities that endanger self or others.
- At any function sponsored by ID TSA, all officers, participants and guests shall abide by the dress code. Blue jeans and other casual attire are excluded from all functions.
- There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
- If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the TSA Manager and an advisor must be present during these visits.
- All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone room check at any hour following curfew.
- Officers shall keep the State Advisor and the TSA Manager informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries or illnesses must be reported to the State Advisor or State Coordinator when they occur.
- Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
- Officers are not allowed to drive themselves to Idaho TSA functions.
- Officers, delegates, or alumni shall possess no alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
- Use of tobacco products is prohibited by all officers.

## Results of Idaho TSA State Officer Code of Conduct Violation

Immediate expulsion from any Idaho TSA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Idaho TSA State Officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner.
- Failure to meet appropriate deadlines without satisfactory explanation.

We (officer and parent(s) or guardian) have read and fully understand the Idaho TSA state Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

\_\_\_\_\_  
Officer's Name

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

### Permission to Publish

As an Idaho TSA State Officer, the officer's name, photo, TSA e-mail address, and school contact information will be posted on the Idaho TSA's web site and imprinted documents (publications). The officer's home contact information will not be published electronically or in printed documents. I give Idaho TSA permission to publish electronically and in printed documents the information and materials as described.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

## Fundraising Plan

The ability to fund raise is **not a factor in nomination** to the State Candidate Pool. As an ITSA State Officer, I understand that my responsibilities to the assigned office will include purchasing of the required articles of clothing to meet IDTSA formal dress standards and traveling to the current year National TSA Conference. I have outlined the necessary budget items below and have identified how I will raise the necessary funds in order that I might meet these obligations. Alleviate

### Budget: Clothing

Navy Jacket	\$63.00
Official TSA Blue Shirt/Blouse	\$27.00
Black Dress Shoes	
Black Socks/Male	
Grey Slacks/Skirt	
Polo & Name Tag	Provided by ITSA
TSA Tie	Provided by ITSA
<b>Total Clothing Expense</b>	

### Budget: National TSA Conference

Flight	
Hotel (x 4 Nights)	
Food (x 5 Days)	
Idaho TSA Stipend	\$250 Provided by ITSA to Officer after attending National Conference
<b>Total Nationals</b>	

- CTEI scholarships may be available for those attending Nationals.

<http://www.idahoptef.org/scholarships.asp>

### Fundraising Discussion:

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