

Colorado Technology Student Association State Officer Candidate Application

Applicant Name: _____

Officer Position Sought: _____

Application and all associated materials must be received NO LATER than March 28, 2008:

Dr. Myka Raymond
Laredo Middle School
5000 S. Laredo St.
Aurora, CO 80015
720-886-5163

State Officer Candidates must have the following qualifications:

- 1) All state officer candidates must be a bona fide member of an undergraduate high school (per CHSSA/CTSO bylaws)
- 2) All state officer candidates must be one of no more than three candidates from any individual chapter.
- 3) All state officer candidates must have held a chapter office in a high school for at least one year before being considered as a state officer candidate.
- 4) All candidates must have successfully passed or be currently enrolled in a technology education class in a high school for a minimum of one semester.
- 5) All candidates must possess Official TSA Attire and submit a picture in JPEG file of themselves dressed in that attire.
- 6) All candidates must prepare a 2 minute campaign speech prior to the conference to be delivered at the Banquet Session on Friday, April 25, 2008 should their candidacy be approved.

Duties and Responsibilities of Colorado TSA Officers:

By electing you to a Colorado TSA 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 Colorado TSA officers.

Regardless of which office you hold, your duties and responsibilities as a COTSA officer obligate you to do the following:

- Understand the mission and the goals COTSA
- Understand the COTSA bylaws
- Understand the TSA creed and know it from memory
- Be familiar with the organizational structure and policies of COTSA
- Understand and correctly use parliamentary procedure
- Memorize appropriate ceremonies and rituals
- Attend all meetings
- Be prepared to conduct organization and COTSA meetings
- Be prepared to serve as a speaker
- Be loyal to COTSA
- Assist other officers to accomplish their tasks
- Practice good speaking and writing skills as you represent COTSA
- Be helpful, respectful, and responsible to all people

The Following Items Must Be Submitted With Your Application:

- Minimum 2 completed recommendation forms: Advisor (required), and Teacher, administrator or counselor (all must be from the school that you will be representing)
- Official transcript with GPA
- Completed application , with all required signatures
- 250 word essay, (typed, see p. 6)

State Officer Candidates will be required to attend an interview process before your candidacy can be approved. Only after this interview will your candidacy be announced. Any campaigning before your candidacy is officially announced to the membership at the general business meeting on Thursday, April 24, 2008 is strictly prohibited.

State Officers are Required to Attend the Following Meetings:

May - meeting/ pre-year planning

June – CTSO Leadership Training

September - Fall Planning Meeting

October – State Conference Planning Meeting

January - State Conference Planning Meeting

March – State Conference Planning Meeting

April - State Conference

There may be additions throughout the year as necessary, and the officer must be able to commit to responsibilities on the officer's own time

**APPLICATION AND RELATED MATERIALS MUST BE RECEIVED BY MARCH 28, 2008
TO BE CONSIDERED.**

Applicant Name: _____

Position Sought: _____

Home Address: _____

Home Phone number: _____

Email address: _____

Applicant Age: _____ **Current Grade Level (Circle one)** **9** **10** **11**

Parents/Guardians Names: _____

Parent/Guardians phone number: _____

Advisor(s) Name(s): _____

School: _____ **School Phone:** _____

List chapter and state offices (in any organization) held, most recent first, including dates:

List all extracurricular activities aside from TSA:

Candidate: Please be candid in rating yourself on the following items:

	Excellent	Good	Fair	Poor
Public Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Committee Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competitive Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parliamentary Procedure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer/Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self Esteem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Advisor Recommendation Form

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Advisor Name: _____

School: _____

****To the student:** You must submit this form to the advisor for the chapter from which you represent with a stamped envelope addressed to Dr. Myka Raymond, Laredo Middle School, 5000 S. Laredo St., Aurora, CO 80015. This form is to be sent **DIRECTLY** to the state officer advisors. By signing below, you waive all rights to inspect this form before or after it is submitted to COTSA.

Applicant Signature _____
Date

Applicant Name: _____

Position Sought: _____

Please describe how well you know the applicant, including how long you have known him/her:

What chapter offices has this candidate held in TSA?

Please be candid in rating the candidate on the following items:

	Excellent	Good	Fair	Poor
Public Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Committee Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competitive Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parliamentary Procedure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer/Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self Esteem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any other comments about this potential candidate that would be helpful in determining his/her fitness to run for state office in COTSA?

Recommendation Form

**APPLICATION AND RELATED MATERIALS MUST BE RECEIVED BY MARCH 28, 2008
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Name: _____ **Title:** _____

School: _____

****To the student:** You must submit this form to the individual completing this application with a stamped envelope addressed to Dr. Myka Raymond, Laredo Middle School, 5000 S. Laredo St., Aurora, CO 80015. This form is to be sent **DIRECTLY** to the state officer advisors. By signing below, you waive all rights to inspect this form before or after it is submitted to COTSA.

Applicant Signature

Date

Applicant Name: _____

Position Sought: _____

Please describe how well you know the applicant, including the capacity in which you have known him/her how long you have known him/her:

Please be candid in rating the candidate on the following items:

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

Do you have any other comments about this potential candidate that would be helpful in determining his/her fitness to run for state office in COTSA?

The following items must be included with your application and received by March 28, 2008:

- 1. Essay:** One essay of no more than 250 words describing a significant leadership experience in your life.

By signing below, I understand, accept, and agree to all terms, information, and conditions set forth in this application. I understand that I must complete the transportation waiver if I intend to transport myself to and from state meetings.

I further profess that all information given throughout this application to be true and accurate to my knowledge.

_____	_____
Parent Signature	Date
_____	_____
Chapter Advisor Signature	Date
_____	_____
Applicant Signature	Date

Applications, and essays, will be reviewed, and approved applicants will be contacted via letter. All submitted materials become property of Colorado TSA.

Colorado TSA State Officer Code of Conduct

One of the goals of Technology Student Association is to become an integral part of the Technology Education program in all schools. Technology is an integral part of the American culture; it is necessary for schools to provide students with an appreciation and understanding of the role and dynamics of technology in our society. TSA springs from the human abilities to reason, solve problems, create, construct and use materials imaginatively. The study of technology, integrated into the school curricula, promotes the development of these abilities and prepares students for a fulfilled and responsible adulthood.

It is the responsibility of all Colorado TSA State Officers to conduct themselves in a proper, Business-like manner at all times.

1. All officers are expected to attend and be on time to all meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon them, their school, their families, or upon Colorado TSA.
3. Conduct not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a businesslike atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by TSA, all officers, participants and guests shall abide by the dress code. Unless otherwise noted, hats, blue jeans and other casual attire are excluded from all functions.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel rooms or building.
6. 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 State Advisors and an advisor must be present during these visits.
7. 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.
8. Officers shall keep the State Advisors informed of their activities and whereabouts
AT ALL TIMES.
9. Accidents, injuries or illnesses must be reported to the State Advisors when they occur.
10. Officers must always travel with a group (never alone) and should not go into hotel stairwell alone, areas that are poorly lit, or areas that have light pedestrian traffic.
11. Colorado TSA Medical Release Forms are required for all activities.
12. Officers, delegates, or alumni shall possess no alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
13. Use of tobacco products is prohibited by all officers.
14. The Colorado TSA, Inc. Executive Committee reserves the right to dismiss any officer from the team if they are in violation of any rules and regulations.
15. The officers will attend all State sponsored meetings found in their officer candidate form and other meetings as called by the Colorado TSA State Advisors.
16. Officers found to be deceitful will be reprimanded.

Results of Code of Conduct Violation:

Immediate **expulsion** from conference, workshop, camp, executive council meeting, etc. will result from the following: (**NOTE: immediate expulsion from an activity will also result in removal from office**):

1. Possession of alcoholic beverages or narcotics of any form possessed at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. Violation of any laws or legal statutes for any reason.
3. **Gross** violation of male and female room regulations.
4. **Gross** damage to property; or violation of hotel safety codes or criminal laws.

NOTE: Parents or guardians will be contacted and be responsible for making appropriate arrangements for the officer's immediate return home. It is also the responsibility of the officer or parent(s) to defray any cost relating to the incident.

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

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

"We" (officer and parent(s)/guardian) fully understand the Colorado TSA 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/Candidate Signature

Date

Parent or Guardian

Date

Duties and Responsibilities of Colorado TSA State Officers

By electing you to State TSA 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 Colorado TSA State officers. Regardless of which office you hold your duties and responsibilities as a State TSA officer obligate you to do the following:

1. Understand the mission and goals of Colorado & National TSA.
2. Understand the Colorado & National TSA bylaws.
3. Understand the TSA Creed and know it from memory.
4. Be familiar with the organizational structure and policies of Colorado TSA.
5. Understand and correctly use parliamentary procedure.
6. Memorize appropriate ceremonies and rituals.
7. Attend all meetings.
8. Be prepared to conduct meetings.
9. Be prepared to serve as a speaker.
10. Be loyal to the Colorado TSA.
11. Help other officers accomplish their tasks.
12. Practice good speaking and writing skills as you represent the State association.
13. Be helpful, respectful, and responsible to all people.

Official Attire

State officers shall wear official TSA dress, business-like attire, and /or appropriate dress as the occasion may demand. The official TSA dress and casual TSA wearing apparel are considered appropriate dress for all conference activities. From the first scheduled TSA activity, Officers shall adhere to the dress code requirements as listed below.

A. Official TSA Attire

Blazer: navy blue with TSA patch sewn on properly
Tie or scarf: scarlet red
Shirt/Blouse: white, with collar
Pants/Skirt: light gray (Skirt must be business like length)
Shoes: black; Socks/hose

B. Businesslike Attire (Minimum Standards)

Collared shirt/blouse
Long pants (preferably dress slacks)
Dresses/skirts
Dress shoes
Socks/hose
Belt

C. Casual TSA Attire

TSA Polo
Slacks: Khaki
Brown or Black shoes (no tennis shoes)
Belt

D. Personal Appearance

No dangling earrings will be allowed when in official dress
Hair must be all one color and have a business like appearance
No hats will be worn when representing TSA
Conservative nail polish will be worn when representing TSA
Conservative make up only