



23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009

STATE OFFICER APPLICATION FORM

(PLEASE PRINT CLEARLY)

Applicant Name: _____

Officer Position Sought: _____

Application and all associated materials must be received
NO LATER than February 1, 2009:

Dr. Myka Raymond, State Officer Advisor
Laredo Middle School
5000 S. Laredo St.
Aurora, CO 80015
720-886-5200

State Officer Candidates must have the following qualifications:

- All state officer candidates must be a bona fide member of an undergraduate high school (per CHSSA/CTSO bylaws)
- All state officer candidates must be one of no more than three candidates from any individual chapter.
- 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.
- All state officer candidates may not run for national office and state office in the same year.
- 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.
- All candidates must possess Official TSA Attire and submit a picture in JPEG file of themselves dressed in that attire with their application.
- All candidates must prepare a 2 minute campaign speech prior to the conference to be delivered at the Banquet Session on Friday, February 20, 2009 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:

Continued on next page

23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009



STATE OFFICER APPLICATION (CONTINUED)

- 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:

- Official transcript with GPA
- Photograph of yourself in Official formal TSA attire, JPG format on a CD
- Completed application, with all required signatures (Note: There are TWO separate signature pages of this this application)
- Essay, typed: In ***no more than 250 words***, describe a significant leadership experience in your life.
- ***Please Note: Recommendation forms are to be submitted DIRECTLY to the state officer advisor, after being presented to the teacher/administrator/counselor with an addressed, stamped envelope. They are NOT to be returned to the student, but still must be submitted by the deadline!***

State Officers are required to attend the following meetings:

- March – meeting/pre-conference planning
 - April – meeting/pre-conference planning
 - May - meeting/ pre-conference planning
 - June – CTSO Leadership Training, National TSA conference (2009 – Denver, CO)
 - September - Fall Planning Meeting
 - October – State conference planning meeting
 - January - State conference planning meeting
 - February – State conference planning meeting, COTSA 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.

Continued on next page



23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009

STATE OFFICER APPLICATION (CONTINUED)

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

Applicants will be contacted prior to the COTSA state conference only if there is a problem with their application materials or eligibility.

All submitted materials become property of Colorado TSA.

23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009



STATE OFFICER APPLICATION FORM

(PLEASE PRINT CLEARLY)

Application and all associated materials must be received
NO LATER than February 1, 2009 in order to be considered.

Applicant Name: _____

Position Sought: _____

Home Address: _____

Home Phone Number: _____

Email Address: _____

Birthdate: _____ Applicant Age: _____

Current Grade Level: (Circle One) 9 10 11

Parents'/Guardians' Names: _____

Parents'/Guardians' Phone Numbers: _____

Advisor's Name(s): _____

School Name: _____

School Phone: _____

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

List all extracurricular activities in which you participate besides 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"/>



23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009

STATE OFFICER CANDIDATE CHAPTER ADVISOR RECOMMENDATION FORM

(PLEASE PRINT CLEARLY)

Application and all associated materials must be received
NO LATER than February 1, 2009 in order to be considered.

Advisor Name: _____

School: _____

*** To the Student: You must submit this form to the advisor for the chapter from the school 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 advisor. 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: _____

To the Advisor: Please answer these questions as candidly as possible. All answers are held in strictest confidence.

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

What chapter offices has this candidate held in your TSA chapter?

Please rate 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"/>

Any further comments about this potential candidate that would be helpful in determining his/her fitness to hold a state office in COTSA? (Use reverse side if necessary)

23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009



STATE OFFICER CANDIDATE RECOMMENDATION FORM

(TO BE COMPLETED BY A TEACHER, COUNSELOR, OR OTHER SCHOOL OFFICIAL OTHER THAN THE CHAPTER ADVISOR - PLEASE PRINT CLEARLY)

Application and all associated materials must be received
NO LATER than February 1, 2009 in order to be considered.

Name: _____ Title: _____
School: _____

*** To the Student: You must submit this form to the teacher/counselor/school official other than the chapter advisor for the school 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 advisor. 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: _____

*** To the Teacher/Counselor/School Official: Please answer these questions as candidly as possible. All answers are held in strictest confidence.*

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

Please rate 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"/>

Any further comments about this potential candidate that would be helpful in determining his/her fitness to hold a state office in COTSA? (Use reverse side if necessary)



23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009

COTSA 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 (and other TSA members) must always travel with a group (never alone) and should not go alone into hotel stairwells or areas that are poorly lit or 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.

23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009



STATE OFFICER CODE OF CONDUCT (CONTINUED)

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 or with the authority of the COTSA State Advisor or COTSA State Officer Advisor.
16. Officers found to be deceitful will be reprimanded, sanctioned, or removed from office.

Results of Code of Conduct Violation:

Immediate **expulsion** from conference, workshop, camp, executive council meeting, etc. will result from the following activities. Please note that immediate expulsion from an activity will also result in removal from office:

- 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.
- Violation of any laws or legal statutes for any reason.
- **Gross** violation of male and female room regulations (two officers of the opposite gender a hotel room with the door shut).
- **Gross** damage to property or violation of hotel safety codes

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:

- 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)/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/Guardian Signature

Date



23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009

DUTIES & RESPONSIBILITIES OF COTSA 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:

- Understand the mission and goals of Colorado & National TSA.
- Understand the Colorado & National TSA bylaws.
- Understand the TSA Creed and know it from memory.
- Be familiar with the organizational structure and policies of Colorado TSA.
- Understand and correctly use parliamentary procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings.
- Be prepared to conduct meetings.
- Be prepared to serve as a speaker.
- Be loyal to the Colorado TSA.
- Help other officers accomplish their tasks.
- Practice good speaking and writing skills as you represent the State association.

Be helpful, respectful, and responsible to all people.

23rd ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2009

COTSA STATE OFFICER 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: scarlet red* **Please note:** *According to National TSA, after September 1, 2008, for ladies, only the new fold-over tie will be accepted as part of the official TSA attire. These can be purchased online at <http://costore.com/tsa/welcome.asp> or by clicking on The TSA Store link from the national website (<http://www.tsaweb.org>)*

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, (no jeans)

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; exception by approval of the TSA State Advisor only.

No jeans at any time during the conference.

Conservative nail polish will be worn when representing TSA

Conservative makeup only.