



C O L O R A D O
TECHNOLOGY STUDENT ASSOCIATION

“CALL TO CONFERENCE”

24th ANNUAL

COLORADO
TECHNOLOGY STUDENT
ASSOCIATION

STATE LEADERSHIP
EXPOSITION
2010

FEBRUARY 18-20, 2010





24th ANNUAL COLORADO TECHNOLOGY STUDENT ASSOCIATION STATE LEADERSHIP EXPOSITION - 2010

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Please use this document to track your TSA chapter's progress towards being prepared for the 2010 Colorado State Technology Exposition. Please keep in mind that all of the tasks listed here must be completed by the stated deadlines, mark your calendars NOW. If you have any other questions about registration for the conference or about events please email: Tony Raymond at tony.raymond@cccs.edu.

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MISSION STATEMENT

"The mission of the Technology Student Association is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership and problem solving, resulting in personal growth and opportunity."

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August 2009

Greetings!

Welcome back to a new school year with Colorado TSA! I hope you all had a safe and relaxing summer! As you settle back in to the school routine, and gear up your TSA chapter, I hope this guide will provide you with information you need as you prepare for the 2010 Colorado Technology Student Association State Leadership Exposition.

This past year was quite a successful one! Not only did we host a marvelous state conference, but we also achieved a new high water mark for TSA -- setting new standards for hosting national conferences! Thanks to all of you, TSA remains as one of the premier career and technical education organizations in the the nation.

As you know, last year, we moved the State Leadership Exposition to February. This year's conference will also occur in mid-February -- the weekend after President's Day - February 18-20, 2010.

As a heads up, the Middle School Competitive Events Guide has undergone it's bi-annual revision. Several events have received new titles, some updates to rules and specifications, and a few completely new ones have been added to the lineup! The high school guide will essentially remain the same, but some minor correctcons and revisions may have occurred. Be sure to use the latest guides issued by the national office. You will receive a copy of the latest editions when you affiliate your chapter! Similar to 2008-09, the guides will be issued on CD -- only this year, the guides, the leadership lessons and membership materials have been consolidated on a single disc! Make sure you take advantage of the marvelous array of leadership lessons included on the CD.

Regardless of what level (middle or high school) you are, we cannot stress enough to make sure you read all the rules thoroughly. Do not assume that the rules are the same as last year! Even though your competitive events guide may not have been wholly revised, it may still contain updates and clarifications to individual events. As always, stay abreast of the latest updates and rules clarifications by visiting the national TSA website:

www.tsaweb.org/Updates-and-Clarification

At the state level, we've revised the State Competitive Events Guide to reflect rule changes and updates for each of the state-only events. Please refer to it, as well as this document as you make preparations for both the state and national conferences.

I wish you the best of luck this year and look forward to working with all of you. If you have any questions or comments, please feel free to contact me at (720) 858-2794 or via email at: tony.raymond@cccs.edu.

Best regards,

Tony Raymond
COTSA State Advisor



GENERAL INFORMATION:

- The State Leadership Exposition will be held on February 18-20, 2010 at the Marriott Denver Tech Center, 4900 South Syracuse, Denver, CO 80237
- The Exposition theme this year will be: “ ”
- The CO/TSA website is www.cotsa.cccs.edu. Please use this source to access any needed information or forms.
- Please remind your students that award nomination forms are located on the state website, www.cotsa.cccs.edu.
- **All chapters are required to supply their safety glasses and tools for each student for designated events. Check with contest descriptions.**

NATIONAL CHAPTER AFFILIATION:

You must go to the national website: www.tsaweb.org and register your TSA chapter. This must be completed so your chapter can participate in the Colorado State Technology Leadership Exposition. 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.

COLORADO STATE TECHNOLOGY LEADERSHIP EXPOSITION

EVENT REGISTRATION

Registration will be completed online. There will be **NO ONSITE REGISTRATION**.

The online registration is quick and easy, and it allows you to edit your chapter's competitions at the click of a mouse. The deadline for this year's competition is much earlier since the Leadership Exposition is now in February. All conference registration and changes must be completed by midnight on **January 8, 2010. THERE WILL BE NO EXCEPTIONS!!**

To begin your chapter's registration process, visit registration site by going to: <http://www.cotsa.cccs.edu> and clicking on the **ADVISOR link**.

FORMS & PAYMENTS:

- Exposition registration will be \$75.00 for all attendees including: students, teachers, advisors, parents and chaperones. Please print out an invoice at the end of your registration process. **Payment for conference registration must be received by February 1, 2009 in order for your chapter to compete.**
- Registration includes admittance to all conference activities, and Friday night's dinner.
- Extra dinner tickets can be purchased for \$30.00 for Friday's dinner.
- **Credit cards or purchase orders cannot and will not be accepted as a form of payment for exposition registration.**
- Checks should be made payable to: Colorado TSA

- To ensure that all forms and payments are collected, and to streamline the registration process at the exposition, all forms and payments must be mailed to:

Tony Raymond
COTSA State Advisor
Colorado Community College Systems
9101 E Lowry Blvd.
Denver, CO 80230



**All forms and payments must be received by February 1, 2010.
No POs or credit cards will be
accepted for Exposition Registration.**

HOTEL RESERVATIONS:

- Hotel rooms will cost \$109.00 + 14.85% room fee per night. Tax exemption for state tax will only be honored if payments are made with direct school district funds and if the tax exempt form is completed and turned-in.
- All forms can be downloaded at www.cotsa.cccs.edu A housing payment form, a room list form and the tax exempt form must be completed. All housing forms and reservations must be received by the hotel by: **January 15, 2010.**
- All housing payments and forms should be sent directly to the hotel.
- If you have any housing questions please contact John Hogan: 303-740-2532
- **PLEASE NOTE THAT ALL EXPOSITION ATTENDEES MUST STAY AS A GUEST OF THE HOTEL.**



STATE OFFICER INFORMATION:

One of the many benefits of TSA is the local, state and national leadership opportunities that are available to students. Please encourage your students to take advantage of these unique opportunities by encouraging them to run for a state office.

- State officer application is included with this Call to Conference and can be found online at: www.cotsa.cccs.edu.
- State officer applications should be sent to:
Dr. Myka Raymond
Laredo Middle School
5000 S. Laredo Street
Aurora, CO 80015
- All applications must be received by: **February 1, 2010**
- All applicants must sign up for an interview
- Please call with any questions about state officer positions or applications: Dr. Raymond: 720.886.5163



EVENT COORDINATION:

As in previous years, we endeavor to have 3-4 people involved with each competition evaluation. It is our intent to try and place instructors with an industry representative relating to their specific event. It will be essential that everyone helps with these positions to ensure a fair and fun competition for all students.

All advisors will be contacted regarding their judging/coordination duties at the exposition. If you have judged before and would like to continue judging/coordinating a particular event, please email Dr. Myka Raymond, the Conference Coordinator at mraymond3@cherrycreekschools.org, or Tony Raymond, Colorado State TSA Advisor at tony.raymond@cccs.edu. If you have not judged or coordinated an event before, please consider which events you would feel comfortable judging and email either of the above individuals with your preferences. We would like to have all judges and coordinators in place as early as possible to aid in the planning process.

EVENT COORDINATOR DUTIES: (Advisors, Administrators, Alumni)

All of these duties are with the coordination and the assistance of Dr. Myka Raymond, Conference Coordinator.

- Review and clarify all competition rules.
- Provide stated problem, if needed (most of these will be provided)
- Acquire and organize all needed supplies.
- Assist in securing judges for the competition. Two of these judges must have no alliance to any participants in the competition. The conference coordinator and the state advisor will work with you on this.
- Clarify any rule questions for the judges.
- Coordinate the beginning of the competition.
- Act as a liaison/ambassador for the judges through the competition.
- Validate and secure results with the central judging office.
- Ensure a fair and secure competition area during the competition.
- Can also act as one of the judges.

JUDGES: (Advisors, Teachers, Parents, Community Members, Principals, Business Leaders, Alumni...)

If you know of anyone who would like to assist with judging please send their contact information to: tony.raymond@cccs.edu specifying what events they are interested in.

- Review all rules and clarify scoring/expectations and questions with the event chair.
- Observe competitors during the competition (if needed).
- Complete provided evaluation forms based on the provided rules to determine first, second & third place.
- Turn-in all judging forms and final result forms to the event chair.

ALUMNI:

If you know of any former students who are interested in staying involved with Colorado TSA, please have them contact our alumni coordinator by going to <http://www.cotsa.cccs.edu> and clicking on the ALUMNI link.

Also, you are encouraged to have all of your graduating seniors contact the alumni coordinator early on in the year so they can stay in touch even after graduation.

A NOTE TO INSTRUCTORS:

We look forward to making this year's conference better than ever. It is a pleasure to work with such a great group of people. All of the hours of work and dedication will pay off with a great conference for your students. Please contact us with any questions or concerns you have as you prepare your students for the conference. Thank you for all of your help with the exposition and for all the hours you dedicate to your students. We look forward to seeing you soon.

Respectfully Submitted,

Tony Raymond
COTSA State Advisor
9101 E. Lowry Blvd.
Denver, CO 80230
(720) 858-2794





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IMPORTANT DEADLINES

Deadline Date	Task To Be Completed	Done
January 8, 2010	Complete National affiliation process before registering for the state exposition. www.tsaweb.org	
November 1, 2009 - January 10, 2010	State Exposition Online registration begins (www.registermychapter.com/tsa/co). All substitutions, additions/changes must be completed by midnight January 8, 2010.	
January 1, 2010	One more week to complete conference registration!	
January 8, 2010	REGISTRATION CLOSES AT MIDNIGHT	
January 15, 2010	All hotel reservations and room lists must be received by the hotel: John Hogan Marriott Denver Tech Center 4900 S. Syracuse Denver, CO 80237	
February 1, 2010	All state officer applications must be received by: Dr. Myka Raymond Laredo Middle School 5000 S. Laredo Street Aurora, CO 80015	
February 1, 2010	All forms and registration payments must be received including: Liability/Conduct forms and payment for each participant, including adults. Mail to: Tony Raymond COTSA State Advisor Colorado Community College System 9101 E. Lowry Blvd. Denver, CO 80230	
February 18, 2010	4:00 p.m. Conference Registration Opens. All projects must be checked in by 10:30 p.m.	
June 28-July 2, 2010	National TSA Conference, Baltimore, MD	

If you have any questions or comments, please email Tony Raymond at
tony.raymond@cccs.edu

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MEDICAL RELEASE FORM

(Required by all students attending the exposition)

To be kept by each local advisor

(PLEASE PRINT CLEARLY)

Student: _____ Advisor: _____

School: _____

Medical Information

Date of Birth: _____

Known allergies (drugs or otherwise): _____

Date last tetanus shot administered: _____

Medication currently being taken: _____

Describe any history of heart condition, diabetes, and asthma, epilepsy, or rheumatic fever, etc.:

Physical restrictions (swimming, running, etc.) _____

Relative's name: _____ Work: (_____) _____

Physicians name: _____

Insurance Information

Medical Insurance Co.: _____

Identification / Policy No.: _____

Subscriber's Name: _____ Phone: (_____) _____

Subscriber's place of employment: _____

I, _____ (parent/guardian) hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the Medical Staff of an accredited hospital to render medical treatment, which is in his/her judgment may be deemed necessary in the care of _____ (child/student) while attending the Colorado State Technology Expo (including time traveling to and from the conference).

Parent / Guardian signature _____ Date _____

ADVISORS – PLEASE NOTE: This form is to be kept by local school advisors at the conference and given to the appropriate medical authorities in a medical emergency!!



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PERSONAL LIABILITY FORM

**REQUIRED BY ALL STUDENTS & ADULTS ATTENDING THE EXPOSITION
ALL FORMS MUST BE RECEIVED NO LATER THAN FEBRUARY 1, 2010**

Please send to: Tony Raymond
COTSA State Advisor
Colorado Community College System
9101 E Lowry Blvd.
Denver, CO 80230

Name of Participant: _____
Date of Birth: _____
School: _____
School Address: _____
Home Phone: (_____) _____ School Phone: (_____) _____

"I hereby agree to release the Colorado Technology Student Association and the Colorado Technology Education Association Inc., its representative, agents, servants, and employees from liability for any injury to the above named person at any time while attending the Colorado State Technology Expo. including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize the Colorado State Technology Expo's conference chair, assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above named person as deemed necessary in medical judgement."

"I agree to identify and hold harmless the Technology Student Association Inc., the Colorado Technology Education Association and said conference chair and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accept medical standards."

Adult/Parent or Guardian (if child or student)

Date

Participant

Date

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HOUSING FORM

**DEADLINE -- THIS SHEET MUST BE RECEIVED BY THE HOTEL BY:
FRIDAY, JANUARY 15, 2010**

**Please attach payment, ROOM LISTS & TAX EXEMPT FORMS
PLEASE SEND HOUSING FORMS TO:**

Denver Marriott Tech Center
4900 S. Syracuse Street
Denver, Colorado 80237
Phone (303) 740-2532
Fax (303) 770-6112
Attn: John Hogan

School Information:

Group Name: Colorado TSA
School Name: _____
Advisor's Name: _____
School Address: _____
City: _____ Zip: _____
Phone: (____) _____
Date of Arrival: _____ / _____ /2009
Date of Departure: _____ / _____ /2009

Total Amount Due:

All rooms = \$109.00 + 14.85% room tax. Tax will be exempt if tax exempt forms are completed. All payments must be on **School District Checks or School District Card.**

Total amount due = _____ # rooms x \$109.00 x # _____ nights = \$ _____ Total

Total with 14.85% tax (if applicable) \$ _____

Payment: (NO POs WILL BE ACCEPTED)

Make checks payable to: Denver Marriott Tech Center
4900 S. Syracuse Street
Denver, Colorado 80237

Credit Card Information:

Name on Card: _____
School Credit Card #: _____
Credit Card #: _____ Exp. Date: _____

**PAYMENT MUST BE RECEIVED
BEFORE RESERVATIONS WILL BE CONFIRMED**



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HOUSING ROOMING LISTS

**DEADLINE -- THIS SHEET MUST BE RECEIVED BY THE HOTEL BY:
FRIDAY, JANUARY 15, 2010**

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				
4				
	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				
	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				

SCHOOL NAME: _____ PAGE _____ OF _____

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CLAIM FOR EXEMPTION FROM SALES, USE, OR LODGERS TAX FORM CITY AND COUNTY OF DENVER AND STATE OF COLORADO FOR USE BY HOTELS, MOTELS, AND RESTAURANTS

Organization Name: _____
 Authorized Representative: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Basis of Exemption: Religious Charitable Governmental
NO EXEMPTIONS ARE ALLOWED FOR FUNDRAISING EVENTS

TRUE FALSE

- _____ _____ The purchase is included under and is party of the regular religious or charitable activities of the organization or is purchased in a government capacity.
- _____ _____ The transaction will be paid by the organization and payment is made with a check directly from organization funds. Purchase of food or lodging by individuals does not qualify for the exemption even though the individual will be reimbursed by the organization or government.
- _____ _____ The participants at the event have not and will not reimburse the organization in any way for any portion of the event such as by purchase of ticket, payment of registration fee, or making a contribution. The exemption does not apply to food, beverage, or lodging where the recipient of the food, beverage, or lodging reimburses the organization in any way, such as by the purchase of a ticket, payment of a fee, or making an involuntary contribution.
- _____ _____ The organization making the purchase has 501C3 tax exempt status through the I.R.S.
- _____ _____ The organization has tax exempt status from their state of residence, #
 (A copy of your state's exemption form or letter must be attached to this document.)
- _____ _____ Government only: A purchase order has been issued for this event, #
 (A copy of the purchase order must be attached to this document.)

**ALL OF THE ABOVE STATEMENTS MUST BE TRUE FOR THE PURCHASE TO QUALIFY
FOR TAX EXEMPTION.**

The undersigned declares and affirms that the above statements are true and accepts liability for the tax should the transaction not qualify for exemption.

Name: _____ Title: _____ Date: _____

For Hotel / Motel / Restaurant use to verify exemption

City of Denver: 303-640-3489 720-865-7211
 Denver tax exempt verified by city: Yes No Date: _____

Name of person verified with: _____



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EXPOSITION CONDUCT AND PRACTICES

1. "Attendee" shall mean any student attending the exposition.
2. Identification badges must be worn at all times by persons in exposition attendance.
3. There shall be no defacing of public property. Any damages to the property or furnishing in the hotel rooms or buildings must be paid by the individual(s) or school(s) responsible.
4. Attendees shall keep their advisors informed of their activities and/or whereabouts at all times.
5. Attendees should be prompt and prepared for all activities.
6. Attendees should be financially prepared for all possibilities.
7. All attendees must stay at conference hotel.
8. No attendee shall remain in the sleeping room of the opposite gender unless the door is open at all times.
9. No attendee shall remain in the sleeping room of the opposite gender past curfew.
10. No exposition attendee shall possess any alcoholic beverages, narcotics or firearms, in any form at any times, under any circumstances.
11. Smoking will not be permitted.
12. No attendees shall leave the exposition hotel (except for authorized events) unless permission has been received from chapter advisors.
13. Attendees are required to attend all general sessions and activities assigned, including workshop, all general sessions, competitive events, committee meetings, etc., for which they are registered, unless engaged in some specific assignment taking place at the same time.
14. Chapter advisors will be responsible for their attendees' conduct.
15. Attendees violating or ignoring any of the conduct rules will subject their entire delegation to being removed from the Exposition or competitive event participants being disqualified.
16. The Colorado State Exposition committee reserves the right to dismiss any delegate from the exposition for inappropriate actions.

Note: All attendees, advisors, parents and administrators must complete the signature form on page 15.

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ATTENDEE CONDUCT PRACTICES SIGNATURE FORM

This form is required by all students attending the conference. Must be mailed to Tony Raymond, COTSA State Advisor, Colorado Community College Systems, 9101 E Lowry Blvd, Denver, CO 80230, **NO LATER THAN FEBRUARY 1, 2010.**

Attendee:

I have read and completely understand the State exposition Attendee Conduct Practices and Procedures Code. I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold the finest qualities of a person representing my school.

Attendee Signature _____

Date _____

Parent/ Guardian, Advisor/ Teacher, & Principal:

I approve the student named above to attend the 2009 Colorado Technology Student Association State Leadership Exposition in Denver, CO on February 18-20, 2010.

Parent/Guardian Signature _____

Advisor/Teacher Signature _____

School Principal Signature _____



The Technology Student Association is proud to be a partner with the American Cancer Society's Relay for Life program.

Relay for Life is the American Cancer Society's signature event which offers your TSA chapter and school a fun, healthy opportunity to participate in the fight against cancer.

Colorado TSA would like to present the American Cancer Society with a check following the 2009 Colorado Technology Leadership Exposition.

If you would like to make a donation please fill out this form and include your donation with your student's registration form. Thank you for your time and commitment.

Name: _____ School: _____

Donation Amount: \$15 \$25 \$50 \$100 Other _____



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OFFICIAL TSA ATTIRE

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 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.tsanet.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.

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PHOTO RELEASE FORM

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of:

Attendee's Name

on February 18-20, 2010 at the Colorado State Technology Leadership Exposition at the Denver Marriot DTC for use by the Colorado Community College System (CCCS), its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, video tapes and recordings in conjunction with the above named individual's own name.

I also give permission for these photographic/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by CCCS (to include usage of images on Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings completed on February 18-20, 2010 to be used by CCCS at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by CCCS. I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

I hereby grant permission for photographing, videotaping and/or recording.

Signature of Parent/Guardian* or Individual

Date

** If individual is under 18 years of age.*

Address: _____

City: _____ State: _____ Zip: _____

NOTE: Any student who is subject to harassment due to the publishing of photos (either in publications or on the websites) should contact their student organization state advisor immediately.



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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, 2010:

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 19, 2010 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

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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



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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.

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STATE OFFICER APPLICATION FORM

(PLEASE PRINT CLEARLY)

Application and all associated materials must be received
NO LATER than February 1, 2010 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"/>



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STATE OFFICER CANDIDATE CHAPTER ADVISOR RECOMMENDATION FORM

(PLEASE PRINT CLEARLY)

Application and all associated materials must be received
NO LATER than February 1, 2010 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)

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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, 2010 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)



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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.

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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



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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.

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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.



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