

2019 – 2020

IDAHO TECHNOLOGY STUDENT ASSOCIATION

Chapter Advisor Guide



www.IdahoTSA.com



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Letter from the State Advisor



Dear Chapter Advisors,

Welcome to another year with Idaho TSA. We have a lot in store for you this year. Our organization showed positive growth last year, and we are working diligently to build on this momentum for many years to follow. The Idaho Technology Student Association (ITSA) State Officer Team will be reaching out to you and to your officers in order to form personal connections with each of our chapters. Please provide the name and contact email of your chapter president.

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

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

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

NOTE: If you miss the deadlines for turning in paperwork or paying for events that are listed in this guide. **YOUR CHAPTER WILL NOT BE ALLOWED TO PARTICIPATE IN THE CONFERENCE!** We understand that it takes time to process checks and get forms back from students, so please **PLAN AHEAD!**

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

I also encourage you and your students to participate with ITSA on social media. Join us on Facebook (Idaho TSA), Twitter (Idaho TSA, @IdahoTSA), Instagram (Idaho_TSA) and share pictures and stories! Also, visit our web page for updates at: www.idahotsa.com I wish you the very best of luck this coming year and look forward to working with all of you.

Warm regards,

Justin Touchstone
Idaho Technology Student Association State Advisor

About ITSA:

The Technology Student Association (TSA) is a national organization of students engaged in science, technology, engineering, and mathematics (STEM). TSA chapters take the study of STEM beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests. Together, TSA chapter members work on competitive events, attend conferences on the state and national levels, and learn and apply leadership skills. TSA chapters also are committed to a national service project and are among the most service-oriented groups in the community. TSA members may become officers within their state and then run for national office.

Open to students enrolled in or who have completed technology education courses, TSA's membership includes more than 250,000 middle and high school students across the United States. TSA is supported by educators, parents, and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities, and much more. A wide range of activities makes TSA a positive experience for every student.

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

TSA Mission Statement: The Technology Student Association (TSA) enhances personal development, leadership, and career opportunities in science, technology, engineering, and math (STEM), whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

TSA Vision Statement: TSA is accelerating student achievement and supporting teachers by providing engaging opportunities to develop STEM skills.

TSA Motto: Learning to Lead In a Technical World

TSA Creed: I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry. Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live. I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living. I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability. I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.

For more information, please contact:

Sean Courtright – ITSA CTSO Manager

P: (208) 429-5553

E: Sean.Courtright@cte.Idaho.gov

Idaho TSA Bylaws:

Article I: Name

Section 1

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

Article II: Purposes

Section 1 – The general purposes of this organization are:

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

Section 2 – The specific purposes of this organization are:

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

Article III: Membership & Organization

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Section 5

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

Section 6

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

- Active members shall be students who are presently enrolled in or have been previously enrolled in Technology Education, Computer Science, Information Technology, Engineering, Media Technology, and Drafting. An active member shall pay dues as established by ITSA and may hold a national office, state office, participate in national, state, and/or regional competitive events or projects, serve as a national or state voting delegate, or otherwise represent their associations in national or state TSA affairs as may be approved by their association or chapter.
- Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology education, or who have been previously enrolled in technology education programs. An associate member shall pay dues as established by ITSA.
- Alumni members shall consist of those individuals who have completed a technology education program (have been a former active or associate ITSA member), and who have graduated from or left school. Alumni members shall pay dues as established by ITSA. Alumni members shall not have the right to vote or hold office.
- Professional members are those persons engaged in education, business, and industry; who have an interest in ITSA and in the welfare of technology education. Professional members shall pay dues as established by ITSA. Professional members shall not have the right to vote or hold office.
- Honorary/Honorary Life members may be individuals who have made or are making contributions to the advancements of technology education as may be approved by the ITSA executive committee, and shall be exempt from annual dues.

Section 7

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

Article IV: State Officers

Section 1

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

Section 2: Duties of the ITSA State Officers

- **President:** It shall be the duty of the President of ITSA to preside at all meetings; to make necessary committee appointments including the designation of a committee chairperson; to develop, with the

Executive committee, a program of work for his/her term of office; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

- **Vice-President:** It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasions may demand; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- **Secretary:** It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- **Treasurer:** It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- **Sergeant-at-Arms:** It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to help in the preparation and control of the meeting place; in the event that a parliamentarian is not appointed by the President, to assist in conducting all meetings according to parliamentary procedures as set forth by Robert’s Rules of Order Newly Revised; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Section 3

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

Section 4

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

Section 5

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

Section 6

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

Section 7

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

Section 8

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

Article V: Meetings

Section 1

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

Section 2

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

Section 3

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

Article VI: The Local TSA Advisor

Section 1

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

Article VII: Board of Directors

Section 1

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

Section 2

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

Section 3

The Board of Directors will consist of a: President, Vice-President, Secretary, Treasurer, TSA state President, six Regional Representatives, two Industry Representatives, the ITSA CTSO Coordinator, and State Advisor assigned by the Idaho Career and Technical Education.

Section 4

The duties of the Board of Directors:

- **President:** It shall be the duty of the President of the Board of Directors of ITSA to schedule and preside at all board meetings; to make necessary committee appointments including the designation of a committee chairperson; to serve as the registered agent ITSA corporation; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- **Vice-President:** It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasions may demand; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- **Secretary:** It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; disseminate those records to all members of the board and the state officers within 7 days; make those records available to all advisors on request; provide the annual report to the Secretary of State; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.
- **Treasurer:** It shall be the duty of the Treasurer to serve in any capacity as directed by the President, to review quarterly financial reports from the ITSA CTSO Coordinator; to work with the ITSA CTSO Coordinator to develop and maintain a budget, to work with the ITSA CTSO Coordinator to generate the annual report, to disseminate the annual report to the board, state officers and each chartered delegation; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

- ITSA CTSO Coordinator: It shall be the duty of the ITSACTSO Coordinator to carry out the direction of the board with regard ITSA. Within the parameters of his/her job at the Idaho CTE he will schedule and run FLC, SLC, student officer leadership development and any other duties as assigned.
- State Advisor: is a non-voting member. It shall be the duty of the State Advisor to be the intermediate between the board and the Idaho CTE and National TSA; and to make himself/herself available, as necessary, in promoting the general welfare of ITSA.

Section 5

The elections of officers will occur every other year at odd numbered years. The board of directors will be elected by the chapter advisors present at the time of the election. The election will take place during SLC. If for any reason the election does not occur at that time it is the responsibility of the president of the board to call for a special election that will take place prior to July 1st.

Section 6

The ITSA Executive Committee shall consist of ICTE TSA CTSO Manager, ICTE TSA State Advisor, ITSA Board President, ITSA Board Vice President, ITSA Board Secretary, and Treasure. The Executive committee shall address extraneous, extraordinary or sensitive issues.

Article VIII: Grievances

Section 1

The Grievance procedures of this organization are:

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

Article IX: Amendments

Section 1

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

Section 2

A Bylaws Committee of the Board of Directors of ITSA will review all proposed amendments. All approved amendments will be provided upon request to the chartered delegations and the ITSA Officers by the President

(Chairman) of the Board of Directors of ITSA, at least thirty (30) days prior to the State Conference business meeting.

Section 3

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

Section 4

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

Section 5

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

Section 6

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

Conferences – Dates & Deadlines:

Conference	Date(s)	Location
State Leadership Conference – March 5-7, 2020		
- Intent to Compete Form Due (email to Sean)	11/15/2019	The College of Southern Idaho – Twin Falls, ID
- Pin & T-shirt Submission Due (email to Sean)	12/13/2019	
▪ Early Registration Opens	1/27/2020	
▪ Late Registration Opens	2/10/2020	
- Last Day to Register for SLC (online)	2/18/2020	
JSL - Joint Student Leadership		
- State Officers <u>ONLY</u>	TBD	Y Camp Horsetheif Reservoir – Cascade, ID
TSA Nationals – “Inspire A Shared Vision”		
- Registration Deadline TBD	June 27 – July 1, 2020	Gaylord Opryland Resort – Nashville, TN
REACH Summer Conference		
- Teachers, Advisors & State Presidents <u>ONLY</u>	August 5 - 8, 2019	The Riverside Hotel – Boise, ID
SDAL – Student Day at the Legislature		
- State Presidents <u>ONLY</u>	January 2 - 4, 2020	The Crystal Ballroom – Boise, ID
BASIC Training – Chapter Officer Training		
BASIC Training – Idaho Falls	September 29-30, 2019	Eastern Idaho Technical College
Registration Deadline: 9/13/2019		
BASIC Training – Twin Falls	October 6 - 7, 2019	College of Southern Idaho
Registration Deadline: 9/20/2019		
BASIC Training – Coeur d’Alene	October 13 - 14, 2019	North Idaho College
Registration Deadline: 9/27/2019		
BASIC Training – Boise	October 20 - 21, 2019	TBD
Registration Deadline: 10/4/2019		

SLC (Idaho State Leadership Conference)

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

<https://tsaweb.org/competitions-programs/tsa/themes-problems>. You can access the ITSA website at <https://cte.idaho.gov/students/student-organizations/tsa/>. Please use this source to access any needed information or forms. The website is updated frequently, and contains news and updates!

JSL (Joint Student Leadership Conference)

The purpose of the JSL Conference is to build:

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

TSA Nationals

During the conference over 65 middle school and high school technology-based student competitions will take place. There will also be many additional exciting opportunities including leadership training, the TSA Meet and Greet, recognition awards, and social events. (<http://www.tsaweb.org/>)

REACH Summer Conference

<https://web.cvent.com/event/64228a93-db89-4f29-9f07-500557dec77d/summary>

SDAL (Student Day at the Legislature)

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

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

BASIC Training (Building & Achieving Success in Idaho Chapters)

Building & Achieving Success in Idaho Chapters (BASIC) Training was developed on a statewide level to equip Career & Technical Student Organization (CTSO) chapter officers with the skills to be great leaders. All secondary and postsecondary Idaho chapter officers from Business Professionals of America (BPA), DECA, Family, Career and Community Leaders of America (FCCLA), FFA, HOSA, SkillsUSA, and Technology Student Association (TSA) are invited to participate.

General Conference Information:

How to Register your Chapter

Step 1: National Affiliation

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

1. Go to the top of the homepage on TSAweb.org and click on **Login**.
2. Click on **Chapter Advisors**. New advisors may request a login on this page.
3. Enter your username and password and select **Affiliation and Updates** from the dropdown menu.
4. Enter or review/update your chapter information. You will be required to create a TOTAL TSA password in order to proceed to the next step. Click on *Submit* at the bottom of the page once all information is completed.
5. Verify your advisor information and click *Submit*.
6. A TEAMS information screen will be displayed. You may sign up for TEAMS and it will be added to your affiliation invoice or you may select the third option to continue TSA affiliation.
7. The *Chapter Information* page will be displayed. You may edit your chapter information, input your roster, or add advisors. (Once you submit a student member's name, they are a member of TSA and **may not be removed or replaced by another student** during the membership year). **Do not enter a student's name on your roster unless you are certain they will be an active TSA member.**
8. View invoice and payment screen.
9. Review your invoice and select a payment option.
10. Click submit.
11. Submit the invoice to your financial department for payment.
12. Fax the approved purchase order to 703-758-4852.

Please note chapter affiliation is not complete until national TSA receives payment or an approved purchase order for payment.

Step 2: State Conference Registration

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

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

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

Payment Information

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

Fees

National TSA Affiliation

Red Chapter Affiliation Program (Red CAP)

- **Red Chapter** – up to 10 members = \$100.00 + State Dues (each additional member = \$10.00)

White Chapter Affiliation Program (White CAP)

- **White Chapter** – 11 or more members = \$10.00 per member + State Dues

Blue Chapter Affiliation Program (Blue CAP)

- **Blue Chapter** – 30 or more members = \$350.00 + State Dues

State TSA Affiliation

- **Red** – up to 10 members = \$130.00 (\$13.00 each additional member)
- **White** – 11 or more members = \$13.00 per member
- **Blue** – 30 or more members = \$390.00

- **Cost of Affiliation**

- **Example:** 8 students and 2 advisors = 10 members
- \$130.00 (State Fees) + \$100.00 (National Fees) = **\$230.00 Dues**

Registration Fees

State Leadership Conference (SLC):

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

Your cost would be \$780.00: $\{[National\ Red\ chapter\ fee\ of\ \$100.00]\} + \{State\ Red\ Fees\ of\ \$130.00\} + \{10\ @\ \$55.00\ (SLC\ Fees)\} = \$780.00\}$

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

Late Registration Fee

Failure to register for the State Leadership Conference by the deadline (see page 13) results in the following fees:

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

Events:

ITSA Online Pre-Requisite Form Instructions

In an effort to make sure that students work is not misplaced or lost, and to make the pre-requisite process more streamlined, Idaho TSA (ITSA) has established an on-line pre-requisite submission process. In this document, you will find the events that have a pre-requisite requirement and what is required. **Additional instructions to upload content to an individual FTP link will be made available upon your registration for SLC.**

All pre-requisites are to be uploaded and identified by the student competitor number no later than February 18th 2020. FTP link will be emailed to the noted advisor after SLC registration is completed.

Contests with Required Pre-Requisite Submissions

Middle School – Level I	
Event	What to Submit
Career Prep	Resume & cover letter as a single, multipage PDF document. An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).
Digital Photography	Photo album as described in the rules as a single multi-page PDF Document An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

High School – Level II	
Event	What to Submit
Digital Video Production	Documentation notebook as described in the rules as a single, multipage PDF document AND link to the URL of the video. (See video instructions below) An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).
Music Production	Documentation portfolio as described in the rules AND an MP3 or WAV file of the music. An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).
Photographic Technology	Photo album as described in the rules as a single multipage PDF document. An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).
Promotional Design	Documentation portfolio as described in the rules, AND the design as a single, multipage PDF document. An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Video Upload Instructions

Contestants should upload the video entry to YouTube as an UNLISTED video (*as an unlisted video, the video will not appear in any of YouTube's public spaces such as search results, your channel, or the Browse page. Only people with whom you share the link will be able to view it*). Instructions to upload content to an individual FTP link will be made available upon registration for SLC. Contestants will need to enter their STATE CONFERENCE ID# when submitting their entry. **Entries that are not submitted electronically or are not received by the deadline will NOT be considered for competition.**

YouTube Unlisted Instructions

Change Privacy Settings

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

PC Computer

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

iOS Computer

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

DLG AnswerWrite General Proctor Instructions:

How to Log On:

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

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

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

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

Administering the Student Testing Tickets:

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

How to Reset a Password for a Student:

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

As a Proctor, you can re-administer a Password to a Student without having to contact your System Administrator in following situations such as these examples – fire drill, student getting called to the office, student leaving during the middle of the test due to being sick, power or internet outage during the middle of testing, etc. In “emergencies” such as a fire drill or a student leaving their test in the middle of testing, they will click on the “X” to close the Student Testing window. Otherwise, to submit properly, they will need to complete their test appropriately and click on the “Submit Test” button at the bottom of the test page. If the Student’s test has been submitted properly, this is when you will need your System Administrator to reset the Student’s test if/when necessary.

General:

Unused testing tickets need to be returned to the System Administrator along with your Student Testing Roster once all testing has been completed for the school year.

Middle School (Level I) Core Events:

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

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

CAD Foundations: Participants (individual event, maximum of 12 per chapter) have the opportunity to demonstrate their understanding of CAD fundamentals as they create a two-dimensional (2D) graphic representation of an engineering part or object. An LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program). *This is a BYOD event. (Bring Your Own Device).*

Participants must bring their own computer system, power strip and CAD software.

Career Prep: Participants (individual event, maximum of 12 participants per chapter) conduct research on a selected technology-related career according to a theme posted on the TSA website, and use this knowledge to prepare a letter of introduction and a chronological skills resume. Semifinalists participate in a mock interview. An LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Pre-Work Required!

Chapter Team: Participants (team event, max of 2 teams per chapter, teams must have a minimum of 4 members and a **maximum of 6 members**, team members do not have to be elected officers of the local TSA chapter) demonstrate their understanding of parliamentary procedure relative to business meetings. Participants must successfully complete a written parliamentary procedures test in order to proceed to the semifinals, where they perform an opening ceremony, items of business, parliamentary actions, and perform a closing ceremony within a specified time. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Construction Challenge: Participants (team event, max of 6 teams per chapter consisting of 2-4 students per team) submit a portfolio that documents the use of their leadership and technical skills to fulfill a community need related to construction. Semifinalists discuss their projects in a presentation/interview. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Digital Photography: Participants (individual event, maximum of 12 participants per chapter) produce a digital album consisting of color or black and white digital photographs that represent or relate to a chosen theme (posted on the TSA website under Competitions/Themes and Problems) and place the album on a storage device (USB flash drive) for submission. Semifinalists produce a series of digital photographs taken at the conference site that are edited appropriately for the on-site task. *Participants must bring their own camera, laptop or other device for editing and editing software.* An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program). **Pre-Requisite Required!**

Dragster: Participants (individual event, maximum of 12 participants per chapter) design, produce working drawings for, and build a CO₂-powered dragster according to stated specifications and using only certain specified materials. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Drawings are submitted on-site with the completed dragster

Electrical Applications: Participants (individual event, maximum of 12 participants per chapter) demonstrate knowledge of basic electrical and electronic theory. Semifinalists assemble a specific circuit from a schematic diagram (using a kit provided), make required electrical measurements and explain their solution during an interview. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Essays on Technology: Participants (individual event, 12 participants per chapter) conduct research on specified subtopics of a broader technological area. The topic and subtopics will be posted on the TSA website under Competitions/Themes and Problems. Using the knowledge and resources gained through their research, participants will write a comprehensive essay on the one (1) subtopic that is designated on site. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Flight: Participants (individual event, 12 participants per chapter) study the principles of flight and design in order to fabricate a glider that stays in flight for the greatest elapsed time. The glider must be designed to be launched from a catapult that is provided on site. The design process is documented in a portfolio that is submitted for evaluation. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Inventions and Innovations: Participants (team event, max of 5 teams per chapter, consisting of 3-5 students per team) investigate and determine the need for an invention or innovation of a device, system or process and then brainstorm ideas for a possible solution. Team entries must include documentation of the team's work, a display, and a model/prototype. Semifinalists make an oral presentation to a panel of judges (who act as venture capital investors) to persuade the panel to invest in their invention/innovation. Judges interview the participants. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Junior Solar Sprint: Participants (team event consisting of 2-5 individuals, max of 4 teams per chapter) apply STEM concepts, creativity, teamwork, and problem-solving skills as they design, construct, and race a solar-powered model car. A team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Mass Production: Participants (team event consisting of 2-4 individuals, max of 4 teams per chapter) manufacture a marketable product related to the current year's theme noted on the TSA website (www.tsaweb.org) under Competitions/Themes and Problems. The team submits a documentation portfolio of the activities involved and three identical products made during the manufacturing process. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Prepared Speech: Participants (individual event, maximum of 12 participants per chapter) develop and deliver an oral presentation that reflects the theme of the current year's national conference. See the TSA website (www.tsaweb.org) under Competitions/Themes and Problems for the current conference theme. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

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

Structural Engineering: Participants (team event consisting of two individuals, max of 5 teams per chapter) apply the principles of structural design and engineering through basic research, design, construction, and destructive testing to determine the design efficiency of a structure. Details about the structure and information related to it will be posted on the TSA website (www.tsaweb.org) under Competitions/Themes and Problems. The on-site semifinalist problem will be a variation of the pre-conference problem posted on the TSA website. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

Tech Bowl: Participants (team event, max of 2 teams per chapter, **must** have 3 participants per team approved by the chapter advisor) complete a written, objective test in order to qualify for oral question/response, head-to-head team competition to demonstrate knowledge of TSA leadership skills and the systems of technology. An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

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

Video Game Design: Participants (team event, max of 5 teams per chapter consisting of 2-4 students per team) develop an E-rated game that focuses on the subject of their choice. The game should be interesting, exciting, visually appealing and intellectually challenging. *A working, self-launching game must be submitted on a flash drive. Games submitted in download form or on a DVD will not be judged.* An individual or team LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program). **Pre-Requisite Required!**

Middle School Core Event Setup – Min. & Max. Participants:

Description	Level	Event Type	Min Ent.	Max Ent.	Max Teams
CAD Foundations	1	Individual	2	12	
Career Prep	1	Individual	1	12	
Chapter Team	1	Team	4	6	2
Construction Challenge	1	Team	2	4	6
Digital Photography	1	Individual	1	12	
Dragster	1	Individual	1	12	
Electrical Applications	1	Individual	1	12	
Essays on Technology I	1	Individual	1	12	
Flight	1	Individual	1	12	
Inventions and Innovations	1	Team	3	5	5
Mass Production	1	Team	2	4	4
Junior Solar Sprint	1	Team	2	5	4
Prepared Speech	1	Individual	1	12	
Problem Solving I	1	Team	2	2	6
Structural Engineering	1	Team	2	2	5
Tech Bowl I	1	Team	3	3	2
VEX Robotics Challenge	1	Team	2	6	6
Video Game Design I	1	Team	2	4	5

High School (Level II) Core Events:

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

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

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

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

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

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

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

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

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

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

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

Pre-Requisite Required!

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

Drone Technology: Drone skills, enables students to enter a wide range of industries using this new field of technology. The Drone Technology: Drone skills, enables students to enter a wide range of industries using this new field of technology.

Engineering Design: Participants (team event, consisting of 2-6 students per team, max of 5 teams per chapter) work to develop a solution to a National Academy of Engineering grand challenge that is posted on the national TSA website Semifinalists justify and demonstrate their solution in a timed presentation.

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

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

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

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

Music Production: Participants (individual or team event, maximum of 2 participants per team, 4 teams per chapter) produce an original musical piece that is designed to be played during the national TSA conference opening or closing general sessions.

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

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

Pre-Requisite Required!

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

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

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

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

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

Technology Problem Solving: Participants (team event, max teams per chapter TBD, a team consists of two chapter members) work together on site to develop and create a solution to a problem using the limited materials provided and the tools allowed.

Video Game Design: Participants (team event, 2-5 participants per team, and a max of five teams per chapter) [one entry per team] develop an E+10-rated game that focuses on the subject of their choice. The game must have high artistic, educational, and social value and be interesting, exciting, visually appealing, and intellectually challenging. *A working, self-launching game must be submitted on a flash drive. Games submitted in download form or on a DVD will not be judged.* **Pre-Requisite Required!**

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

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

High School (Level II) Non-Core Contest Offerings:

Animatronics: Participants (Team) demonstrate knowledge of mechanical and control systems by designing, fabricating, and controlling an animatronics device that will communicate, entertain, inform, demonstrate and/or illustrate a topic, idea, subject, or concept. Sound, lights, and a surrounding environment must accompany the device.

Board Game Design: Participants (Team) develop, build, and package a board game that focuses on the subject of their choice. The game should be interesting, exciting, visually appealing, and intellectually challenging. Each team will have to design the packaging, instructions, pieces, and cards associated with creating and piloting a new board game. Semifinalists for the event will set up the game, demonstrate how the game is played, and explain the game's features.

Forensic Science: Participants (Team of two) take a written test of basic forensic science theory to qualify as semifinalists. Semifinalist teams will examine a mock crime scene and demonstrate their knowledge of forensic science and crime scene analysis. Students will be expected to survey the scene and use proper techniques to collect evidence from the mock crime scene. Students will then collect their data and perform a detailed written analysis of the crime scene.

Software Development: Participants (Team) use knowledge of cutting-edge technologies, algorithm design, problem-solving principles, effective communication, and collaborative teamwork to design, implement, test, and document a software development project of educational or social value.

Transportation Modeling: Participants (individual) research, design, and produce a scale model of a vehicle that fits the annual design problem.

High School Core Event Setup – Min. & Max. Participants:

Description	Level	Event Type	Min Participants	Max Participants	Max Teams per Chapter
Architectural Design	2	Individual or Team	1	6	4
Chapter Team	2	Team	4	6	2
Children's Stories	2	Individual or Team	1	2	3
Coding	2	Individual or Team	1	3	4
Computer Aided Design - 2D Architecture	2	Individual	1	12	
Computer Aided Design- 3D Engineering	2	Individual	1	12	
Computer Integrated Manufacturing (CIM)	2	Team	2	4	5
Debating Technological Issues	2	Team	2	2	5
Digital Video Production	2	Team	2	4	5
Dragster Design	2	Individual	1	12	
Drone Technology	2	Team	2	3	5
Engineering Design	2	Team	2	6	5
Essays on Technology	2	Individual	1	12	
Extemporaneous Speech	2	Individual	1	12	
Fashion Design and Technology	2	Team	2	4	4
Flight Endurance	2	Individual	1	12	
Music Production	2	Individual or Team	1	2	4
On Demand Video	2	Team	2	4	4
Photographic Technology	2	Individual	1	12	
Prepared Presentation	2	Individual	1	12	
Promotional Design	2	Individual	1	12	
Structural Design and Engineering	2	Team	1	2	4
Technology Bowl	2	Team	3	3	2
Technology Problem Solving	2	Team	2	2	TBD
Video Game Design	2	Team	2	5	5
VEX Robotics Challenge	2	Team	2	4	5

Idaho TSA Dress Code:

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

<https://tsastore.mybrightsites.com/>

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

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

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

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

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

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

Appropriate Competition Attire

- **Shirt:** The official TSA shirt (royal blue) is preferred, button-down shirt or a polo/golf shirt
- **Dress, skirt, or pants:** Gray or Black
- **Shoes:** Dress shoes worn with dark socks, hosiery (optional); open-toe shoes or sandals are acceptable

Inappropriate Competition Attire

- **Shirt:** T-shirts, halter tops, or tank tops
- **Dress, skirt, or pants:** Jeans, baggy pants, pants with exterior pockets, or shorts
- **Shoes:** Athletic shoes, flip-flops, military boots, or work boots

Casual attire may not be worn at competitions or General Sessions.

Appendix - Forms:

Idaho TSA – Honor Cords Form (Pg. 1 of 2) 2019 TSA Legacy Honor Cord Award Application

Email to: Sean Courtright: Sean.Courtright@cte.Idaho.gov

Deadline for Application: February 1st

Pre-Requisites: Students must meet all pre-requisites to be eligible for award

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

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

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

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

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

Idaho TSA – Honor Cords Form (Pg. 2 of 2)

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

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

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

* Please use a separate sheet of paper.

Candidate Name (Printed)

Candidate Signature

Date

Recommending Advisor Name (Printed)

Recommending Advisor Signature

Date

School Administrator Name (Printed)

School Administrator Signature

Date

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

Idaho TSA – Authorization and Release Form (Pg. 1 of 3)

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

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

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

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

- I hereby grant to ITSA the right to photograph and/or videotape me (my child) during my participation in an Event. I further grant to ITSA, forever and throughout the world, the right to use these photographs and videotapes of my likeness, voice and sounds during my participation, and to reuse or license the right to such photographs and videotapes of my participation, and my name, likeness and biography, as ITSA may desire, in all media and in all forms and for all purposes, including without limitation, advertising and other promotions for ITSA, without further compensation to me or any limitation whatsoever.
- In granting this license, I understand that ITSA is not under any obligation to exercise any of their rights, licenses and privileges herein granted. Each such photograph and videotape shall be a ‘work for hire’ and ITSA shall be deemed the owner of any copyright and/or trademark rights therein (and all applications, registrations and renewals resulting there from). If, however, the work is deemed not to be a work made for hire by a court of competent jurisdiction, then this Consent and Release to Produce Physical Likeness (“Release”) shall constitute an irrevocable assignment by the Participant of the worldwide copyright in the work to ITSA.

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

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

Idaho TSA – Authorization and Release Form (Pg. 2 of 3)

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

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

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

Please complete the form below and on the next page.

_____ **Chapter/School Name** _____ **City**

_____ **Participant Full Name (First, Middle, Last)**

_____ **Age** _____ **DOB (MM/DD/YYYY)** _____ **Participant Phone Number**

_____ **Participant Home Address (Address, City, State, Zip)**

_____ **Family’s Physician** _____ **Physician Phone Number**

_____ **Name of Emergency Contact** _____ **Phone**

_____ **Emergency Contact Address (Address, City, State, Zip)**

_____ **Name of Person Responsible for Your Medical Bills (Guarantor)** _____ **Guarantor Relationship to Participant**

_____ **Guarantor’s Employer** _____ **Employer Phone**

_____ **Employer’s Address (Address, City, State, Zip)**



HEALTH INFORMATION – In the event of an emergency, this information will be provided to attending medical personnel.

Insurance Company

Phone Number

Insurance Company Address (Address, City, State, Zip)

Insurance Plan Number

Insurance Group Number

Insurance ID Number

Do you have any known allergies? (Please Check One) YES NO

If Yes, Please List: _____

Do you have a history of diabetes, heart condition, asthma, epilepsy, rheumatic fever, or other existing medical conditions? (Please Check One) YES NO

If Yes, Please Explain: _____

Are you currently taking any medications? (Please Check One) YES NO

Please List, If Any: _____

Do you have any physical restrictions? (Please Check One) YES NO

Please List, If Any: _____

Do you wear contact lenses? (Please Check One) YES NO

When was your last tetanus shot? _____

Signature of Participant

Date

Signature of Parent/Guardian

Date



Idaho TSA – Code of Conduct and Ethics Form (Pg. 1 of 2)

Student Attendees

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

Idaho TSA – Code of Conduct and Ethics Form (Pg. 2 of 2)

Advisors

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

Participant Signature

Date

Parent/Guardian Signature

Date

TSA Chapter Advisor Signature

Date

SAMPLE



TSA State Director	Justin Touchstone	Phone: (208) 283-4749
		Email: Justin.Touchstone@cte.Idaho.gov
CTSO Manager	Sean Courtright	Phone: (208) 429-5553
		Email: Sean.Courtright@cte.Idaho.gov

I am the Parent/Legal Guardian of _____, and I
HEREBY GRANT MY PERMISSION for the representatives of Idaho TSA to transport my child to and from any of the activities that they attend.

Waiver claims that:

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

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

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

Parent/Guardian Signature

Date



Idaho TSA – Housing/Rooming List Form

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

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

Idaho TSA – Event Substitution Form

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

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

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

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

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

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

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



LEAP Competition Engagement Resume (Idaho Rules Only)

Every TSA member is required submit LEAP documentation/resume as part of every competition in which they compete. LEAP documentation demonstrates the leadership activities and experiences a TSA member has completed as part of each competition. For the Idaho State Leadership Conference competitors may complete a single resume that details leadership activities and experiences as they pertain to each competition. Resumes must detail each contest the student is participating in and experiences gained in preparation for the contest.

LEAP Competition Engagement Resume (National Rules)

Every TSA middle school and high school member is required to submit LEAP (Leadership. Education. Achievement. Personal Growth.) documentation as part of every competition in which they compete. LEAP documentation tracks the leadership activities and experiences a TSA member has completed as part of each competition.

LEAP templates for individual and team high school and middle school events are available via the links below and in the TSA Competitive Events Guides.

TSA members should use the free [Student Leadership Challenge \(SLC\) sample resources](#), in addition to other TSA LEAP resources listed below, as they complete the LEAP requirements for all TSA competitions. Complete Student Leadership Challenge publications are available for purchase, but not required for participation in any aspect of LEAP.

HIGH SCHOOL (LEAP Report)

[LEAP Report Competition Engagement Regulations](#)

[LEAP Report Template](#)

[LEAP Report Sample Statements](#)

High School LEAP Judging Protocol - Coming Soon

MIDDLE SCHOOL (LEAP Response)

[LEAP Response Competition Engagement Regulations](#)

[Response Statement Example Chart](#)

[LEAP Response Template – Individual Event](#)

[LEAP Response Template – Team Event](#)

[MS LEAP Judging Protocol](#)