



State Officer Candidate Information Overview and Application

Candidates seeking office for the
2020-2021

Membership Year

Due Date: **February 14, 2020**

Table of Contents

Idaho TSA State Officer Candidate Information Overview	3
- Chapter Advisor Responsibilities	3
- Idaho TSA State Officer Qualifications	3
Overall Duties & Responsibilities of an Idaho TSA State Officer	4
Idaho TSA State Officer Candidate Application & Election Procedures	5
Campaigning	6
Idaho TSA Officer Candidate Application	7-9
Idaho TSA Officer Candidate Agreement Form	10-11
Social Media Code of Conduct	12
Local Advisor Form	13
Idaho TSA State Officer Code of Conduct	14
Results of Idaho TSA State Officer Code of Conduct Violation	15
Permission to Publish	15
Personal Liability Release Form	16-17
Personal Liability & Medical Release Form	18-19
State Officer Travel Permission Form	20
Fundraising Plan	21
- Budget: Clothing	21
- Budget: National TSA Conference	21
- Fundraising Discussion	21

Idaho TSA State Officer Candidate Information Overview

Chapter Advisor Responsibilities

- The Idaho TSA local chapter Advisor is the only person authorized to initiate state officer nominations.
- The ID TSA local chapter Advisor may use any procedure he/she wishes to determine which candidate is eligible to run for office using the guidelines below.
- The local chapter advisor is responsible for ensuring that the State Officer attends all mandatory training and meetings and travels with an adult (either parent/guardian, the local chapter advisor, State Coordinator or State Advisor) to all Idaho TSA functions.
- It is the ID TSA local chapter Advisor's responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the ID TSA Manager. All materials must be postmarked or received in pdf form by email by **February 14, 2020**.

Expectations for Candidacy as an Idaho TSA State Officer

- Current Idaho TSA members (active) in good standing are eligible to run for or hold a state office.
- Enrolled as a ninth (9th) through twelfth (12th) grade student
- Candidate must meet guidelines for the State No Pass/No Play requirements
- A candidate may seek only one state office per year
- Have a thorough knowledge of parliamentary procedures and the ID TSA bylaws
- A candidate must be a member of ID TSA for at least one year before seeking a state office and have held a local chapter officer position in that time
- All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance
- All candidates should read carefully the section in the ID TSA bylaws on the duties and responsibilities of the office that they seek
- Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot
- State officer candidates must understand the TSA creed and know it from memory and be able to recite it during the Idaho TSA State Conference
- Candidates must have held a local chapter officer position prior to the election

Overall Duties and Responsibilities of an Idaho TSA State Officer

By electing you into an Idaho TSA state officer position, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities.

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

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

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

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

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

ID TSA State Officer Candidate Application and Election Procedures

- Candidates must complete the “State Officer Candidate Agreement Form” and the “State Officer Candidate Application” and submit these, along a *one-page resume* to the TSA CTSO Manager by February 14, 2020 (postmarked or emailed pdf received by February 14, 2020).
- Candidates must attend the state officer candidate orientation meeting held at the State Conference (date and time to be published in the program).
- Only candidates declared eligible can seek nomination. Voting will be done by designated voting delegates. Other official business may also be conducted during the election session. Candidates declared eligible will be announced at Opening Ceremonies. Candidates will not be nominated from the floor.
- The newly elected state officers will be announced at the Awards Ceremony of the State Conference.

Deadline: Postmark date or received as a pdf file by email no later than February 14, 2020

Send to: Sean Courtright
Sean.courtright@cte.idaho.gov
or
Idaho TSA CTSO Manager
650 West State St, Suite 324
Boise, ID 83720

Campaigning

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

Idaho TSA Officer Candidate Application

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

Deadline: Postmark date or emailed as a pdf on or before **February 14, 2020**

Send to: Sean Courtright, Idaho TSA CTSO Manager

Candidate Full Name: _____ **GPA:** _____

Candidate Phone: _____ **Email:** _____

DOB (MM/DD/YYYY): ____/____/____ **Shirt Size:** _____

Age: _____ **Gender:** _____ **# of Years as TSA Member:** _____

Full Home Address: _____

Year in School during officer candidacy (please circle): 9th 10th 11th 12th

Please circle your top two preferred officer positions if elected:

President Vice President Secretary Reporter Sergeant-at-Arms

Name of Parent/Guardian: _____

Parent Phone: _____ **Email:** _____

School Name: _____ **Advisor:** _____

Advisor Phone: _____ **Advisor Email:** _____

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

What chapter officer positions and/or state office positions have you held, and what was one of your proudest moments?

What is your favorite TSA experience or moment and why?

Why do you wish to be a TSA state officer?

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

What are your career objectives and plans after high school to get there?

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

(Please circle the word that represents your personal ability level.)

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

I am... (Circle all of the words below that best describe you.)

<i>Shy,</i>	<i>Proud,</i>	<i>Supportive,</i>	<i>Demanding,</i>	<i>Well Groomed,</i>	<i>Team Oriented,</i>
<i>Helpful,</i>	<i>Confident,</i>	<i>Loud,</i>	<i>Busy,</i>	<i>Overloaded,</i>	<i>Disorganized,</i>
<i>Likeable,</i>	<i>Talkative,</i>	<i>Passive,</i>	<i>Sometimes Grumpy,</i>	<i>An Individual,</i>	<i>Better Working Alone,</i>

I have accurately completed this application, and wish to be elected as a state officer without any reservations:

Candidate Printed Name: _____

Candidate Signature: _____

Date: _____

ID TSA Officer Candidate Agreement Form

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

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

TIME COMMITMENT & RESPONSIBILITIES					
Event	Date	Location	Attendance	Student Responsibility	Idaho TSA Responsibility
Monthly Conference Calls	2 nd Tuesday of month or as agreed upon	Google hangout	Required	Internet connection, laptop or other device	
Joint Student Leadership (JSL)	June 8 – 10, 2020	TBD	Required All Officers <u>Must</u> Attend!	Incidentals and extra meals	Travel, lodging, & meals during conference
National TSA Conference	June 27 – July 1, 2020	Gaylord Opryland Resort Nashville, TN	Highly Encouraged; Not Required		\$250 Stipend Provided by ITSA to Officer After Attending National Conference
REACH Summer Conference	August 3-6, 2020	Riverside Hotel Boise, ID	President Required		Travel, lodging, & meals during conference
Building and Achieving Success in Idaho Chapters (BASIC)	September 21-24, 2020 October 4-8, 2020	TBD	Each Officer is Required to attend at least one		Travel, lodging, & meals during conference
Student Day at the Legislature (SDAL)	January, 2021	Boise, ID	President Required		Travel, lodging, & meals during conference
Winter Planning	January 2021	Boise, ID	Required All Officers <u>Must</u> Attend	Laptop or other device	Travel, lodging, & meals
TSA State Leadership Conference	March 11 – 13, 2021	CSI Twin Falls, ID	Required All Officers <u>Must</u> Attend		Travel, lodging, & meals during conference
New Officer Orientation	March 13, 2021		Required All Officers <u>Must</u> Attend		Snacks
COSTS					
Item	Date Required	Student Responsibility	Idaho TSA Responsibility		
Officer Uniform	June 2020	Responsible for possessing official attire	Official TSA Blazer Provided by ITSA		
Officer Polo	June 2020		2 Polos will be Provided by ITSA		
Officer Name Tags	June 2020		Provided by ITSA		

“I certify that I am a member in good standing of the _____ Chapter.”

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

Candidate Signature: _____

Date: _____

Advisor Name: _____

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

Advisor Signature: _____

Date: _____

Note: Local Advisors must complete the Local Advisor’s Responsibilities Form in addition to signing this form.

Social Media Code of Conduct

While holding my TSA office (March 2020 – March 2021) I, _____ Agree to follow all the guidelines of TSA with regard to social media use. This includes, but is not limited to Facebook, Twitter, Pinterest, Tumblr, SnapChat and Instagram. As an elected officer of Idaho TSA, I agree to the following (please initial next to each):

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

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

- _____ Use proper grammar in every post on social media
- _____ Maintain a positive and professional image
- _____ Wear appropriate clothing in a modest manner
- _____ Promote TSA and build excitement for members through my social media pages
- _____ Support the other officers on social media with regard to TSA and personal activities
- _____ Keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When asked to remove a certain post, I will respect that opinion and take down the post.
- _____ Always be respectful on social media

“I understand that if I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression. (Including but not limited to state officer behavior contract or removal from office.)”

Officer Candidate Signature: _____

Date: _____

Local Advisor must complete the following section:

Based on your experience with the officer candidate, please circle either yes or no, to indicate whether you believe the officer candidate is capable of fulfilling the duties listed below:

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

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

Parent/Guardian Printed Name(s): _____

Parent/Guardian Signature(s): _____

Date: _____

Advisor Printed Name: _____

Advisor Signature: _____

Date: _____

School Principal Printed Name: _____

Principal Signature: _____

Date: _____

Idaho TSA State Officer Code of Conduct

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

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

Results of Idaho TSA State Officer Code of Conduct Violation

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

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

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

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

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

Officer Candidate Printed Name: _____

Officer Candidate Signature: _____ **Date:** _____

Parent/Guardian Printed Name(s): _____

Parent/Guardian Signature(s): _____

Date: _____

Personal & Liability Release Form

This form must be fully completed and properly signed or participation will be denied.

The participant's signature must appear on this form.

The parent or guardian's signature is an absolute requirement for those under the age of 18.

PLEASE ATTACH PHOTOCOPIES OF YOUR MEDICAL INSURANCE CARD (FRONT AND BACK).

Read the other side of this form. If you understand and agree to the conditions, please fill out the form below and sign.

(Type or print clearly)

Chapter: _____

Participant Full Legal Name: _____

Age: _____ Date of Birth (MM/DD/YYYY): _____

Participant Home Address: _____

City/State/Zip: _____ Phone: _____

Name of Emergency Contact: _____

Emergency Contact Address: _____

Emergency Contact Phone: _____ Email: _____

Name of Family Physician: _____

Physician Address: _____

Physician Phone: _____ Email: _____

Name of Person Responsible for Paying Medical Bills (guarantor) & Relationship to Participant:

Guarantor Employer: _____ Employer Phone: _____

Employer Address: _____

Insurance Company Name: _____

Insurance Company Address: _____

Plan #: _____ Group #: _____

Insurance ID Number: _____

If you do not have any medical insurance, please sign here: _____

Do you have any known allergies? If yes, please explain: _____

Are you taking any medications? If yes, please list: _____

Do you have a history of allergies or any known medical conditions? If yes, please explain: _____

When did you last have a tetanus shot? _____

If participant is over 18 and can provide signature for him/herself, please check this box

“Having read and understood completely the Personal Liability and Medical Release, the Code of Conduct, and the Photography and Sound Release agreements on the other side of this form, I, by signing below, do hereby agree to abide by these in their entirety and completely release Idaho TSA.”

Participant must sign!

Signature of Participant: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Personal Liability and Medical Release

I, _____ hereby agree to release Idaho TSA, its representatives, agents, servants, and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending a conference or event sponsored by Idaho TSA, including travel to and from the conference/event, excepting only such injury or damage resulting from willful acts of representatives, agents, servants, and employees.

I do voluntarily authorize the Idaho TSA office assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless Idaho TSA and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards. Having read and understood completely the "Code of Conduct" of Idaho TSA, 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 at all times the finest qualities of a person representing Idaho TSA.

Note:

All persons under legal age must have a parent or guardian sign this form (see other side). If you are age 18 or older, please indicate that on the other side of this form. Otherwise, this form will be returned for a parent/guardian signature. All participants must sign this form.

Participants:

Be sure that you understand the Code of Conduct. Any person violating these rules may be sent home at their own expense, may cause other participants to be sent home, or may otherwise disqualify their chapter from participating.

Code of Conduct Agreement:

This conference or event is an educational function and all plans are made with that objective. It is approved as a major educational activity by the Idaho Career & Technical Education.

Idaho TSA wants every person to have an enjoyable experience with maximum attention to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

Violations and Penalties:

I agree that if, for any reason, I am in violation of any of the rules of the conference or event, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me.

I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense. Violations will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's school district and parents or guardians.

Some violations may result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's school district and parents or guardians. Repeated violations of rules may result in the participant being sent home at his/her own expense.

Photography, Web, and Sound Release:

I hereby grant Idaho TSA and the Idaho Division of Career & Technical Education permission to make and use still or motion pictures and sound recordings, separately or in combination, as deemed necessary. Further, I relinquish all rights, title, interest in, and income from the finished product and grant them the right to give, sell, transfer, or exhibit it to any individual, firm, radio or television station or network, publication, governmental agency, and their assignees without payment or consideration from me. My agreement to perform under camera, lighting, and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, damages, against the above arising from a performance or appearance.

"I give the Idaho Division of Career & Technical Education (ICTE), permission with respect to the image(s), (photographs, film, tape, etc.), taken of me during any TSA or Idaho TSA sanctioned event, to use the image(s) on the ICTE Web Site along with my name in conjunction therewith, if ICTE so chooses. I release and discharge the person(s) who took the image(s) of me, his/her heirs, executors, assigns and any designee from any and all claims and demands arising out of or in connection with the use of these images (photographs, film, tape) including, but not limited to any claims for defamation or invasion of privacy."

Initial: _____

"I certify that the above named individual agrees to the terms outlined in the above Liability & Medical Release"

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

State Officer Travel Permission Form

(This Section to be completed by Candidate Parent/Guardian)

_____ I understand that state officers of Idaho TSA are required to travel to attend the following functions:

- REACH
- Joint Student Leadership (JSL)
- BASIC Training
- Student Day at the Legislature (SDAL) – Secondary and postsecondary president only
- State Leadership Conference (SLC)

_____ I understand that state officers of Idaho TSA who are under 18 years of age may travel without the supervision of the state director, state advisor, or other authorized person until they reach their destination. Upon arrival at their destination, they will be supervised until their departure home.

_____ If parents/guardians, school administrators, chapter advisors, or other caretakers are not comfortable with this requirement, they shall be responsible for providing a chaperone during travel at their own expense.

Parent/Guardian Signature: _____

Advisor Signature: _____

School Principal Signature: _____

Travel Information

Nearest Major Airport to candidate's home: _____

List any airlines with which you have frequent flyer accounts: _____

Full Legal Name on ID for Ticket Purchase: _____

