

DELAWARE



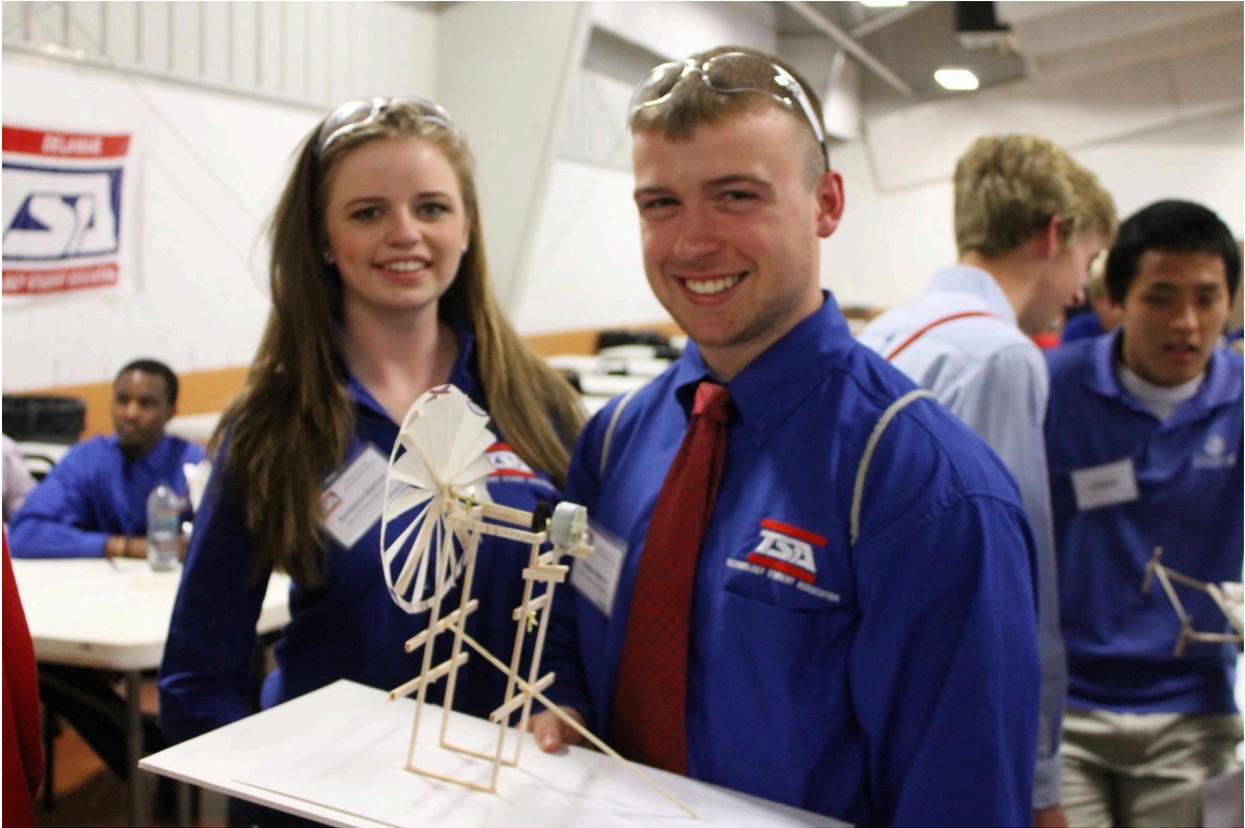
TECHNOLOGY STUDENT ASSOCIATION



Chapter Advisor 2021-2022



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FORWARD

Dear TSA Chapter Advisors, Officers, and Members,

It is the primary goal of the Delaware TSA Management Team to provide the means for chapters to thrive and grow. The strength of Delaware TSA lies in each of our chapters. We hope that the information provided in this packet will promote the continuing success and prosperity of your chapter and of Delaware TSA. Included in this packet are sample agendas, constitution, activity plans, promotional materials, and other informational documents that aim to provide your chapter (either new or established) with the means to advance their leadership, service, and achievement in Delaware TSA.

The Delaware TSA Management Team is available to answer any questions. We encourage you to contact us with suggestions and concerns. If you would like to make any suggestions, corrections, or additions to this chapter packet or have any other concerns, we would love to consider and incorporate your thoughts.

We wish each of you success with your TSA endeavors this year and hope that this packet will provide additional assistance and guidance to your chapter's activities. For regular updates and information about state activities, please visit the Delaware TSA website at <http://detsa.org> and follow us on Facebook and Instagram. We hope to hear from your chapters about your successes this year and look forward to meeting with all of you at this year's local, state, and national events.

Sincerely Yours,

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WHAT IS DELAWARE TSA?

The **Technology Student Association** is a non-profit Career and Technical Student Organization (CTSO) which focuses on promoting Technology Education in schools across the United States.

Conferences

Competition, Leadership, Service, & Teamwork: Delaware has an active delegation statewide and members are able to participate fully in all activities. Local and chapter activities expand from the classroom to the state conference in the spring with national representation in the summer. Throughout the year, Delaware TSA members participate in local events, actively engage in community service, and enhance leadership skills by managing local chapters. At state conference, members campaign for state officer positions, attend general sessions, participate in business meetings, compete with peers in contests and engage in social events.



Competitive Events

Competitive events are the focal point of local and state conferences, as members from around the state can compete in events that represent all aspects of STEM. At the Delaware State Conference, Delaware TSA members participate in many of the competitive events TSA has to offer. Members from grades 6-12 can compete individually or as a team in competitions such as Architecture, Biotechnology, CAD, CNC, Coding, Cyber Security, Digital Video Production, Dragster Design, Engineering Design, Fashion Design, Flight, Video Game Design, Website Design, Music Production [and much more!](#) Whether members' strengths lay in graphic design and video production or designing and building models and displays, all competitors have the opportunity to compete against members of other state chapters in their areas of interest.

After having spent hundreds of hours preparing for competitive events, members check in at their events at the State Conference. Teams and members participate in interviews, presentations, and challenges that determine the top three competition placements. At the Awards Ceremonies, top contestants are awarded the opportunity to represent Delaware nationally at the national TSA conference in the summer.

MOTTO AND CREED

Motto:

“Learning to Lead in a Technical World”

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.

Mission:

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

STATE CONFERENCE INFORMATION

Who:

All affiliated members from across the state are invited to compete in specific competitive events with other members. Affiliated chapters and Alumni are encouraged to attend. Judges and content coordinators are also recruited to assist each year.

What:

Registration is held online to allow advisors to sign their chapters in and receive the name badges, event labels, conference programs, and any additional papers for their chapter. Students are then given time to set up and turn their projects into the appropriate area for judging. Some events are submitted early online to allow more time to judge than conferences allow. Competition judging will continue through the afternoon. After the judging concludes, the awards ceremony will be held. Awards will be given to the top three winners. The conference will then be adjourned, and students may remove their projects. Students and chapters must be affiliated to register for the conference. Registration forms and costs must be turned in by the deadline set by Delaware TSA. Registration is estimated to be \$40 per participant.

When:

The date of the conference will be announced and communicated on the website. The date of the state conference varies but is typically held in March/April every year.

Where:

TBA - Location may vary for the state conference, however the State Fairgrounds, DTCC, or UD are planned for 2022. Location may change annually. Information can be found on the website.

Why:

Awesome people; application of classroom skills to real world situations; learn about other chapters and goings-on at national TSA; attend the state delegation meeting and other informational sessions. Allowing students to compete at a local and state level competition allows them to get feedback and competition experience before advancing to the state level. Students are given the opportunity to meet and interact with other members of the state through the different events of each conference day.

How:

Information pertaining to registration will be posted on the Delaware TSA website. Registration is completed online. Advisors must pre-register each guest, chaperone, or additional advisor that plans to attend the conference. All students that attend must be pre-registered to compete in any pre-conference, hybrid, or onsite event. Information pertaining to registration will be posted on the Delaware TSA website. ONLY students who are registered in an on-site contest may attend an on-site event due. Anyone who is not pre-registered to attend a live event will be sent home.

Link: <http://detsa.org>

NATIONAL CONFERENCE INFORMATION

Who:

All affiliated members of TSA across the world are invited to attend the National Conference each year. Among these members are the top competitors from each state competition, members looking to participate in the leadership opportunities offered at the national level, members competing in competitions offered without placing at states and candidates running for a national office. Every Delaware TSA chapter is strongly encouraged to attend the National Conference each year to represent Delaware and demonstrate their dedication and leadership in TSA.

What:

The National Conference is a place for members to experience everything our association is about. The first night of the conference a Kickoff is held to allow members to “meet and greet” one another. Each day general sessions take place to take care of business and inform each member about what is going on in National TSA. Among these general sessions are the delegation meeting and annual business meeting where delegates may vote on amendments and elect the next year’s officer team. Prior to the delegation meeting, officer candidates give their speeches and campaign to try and win each chapter’s votes. During the days of the conference, members have the opportunity to compete in the competitions they have worked hard on all year. The Leadership Academy, a great learning opportunity, is held each year to teach and help members become the leaders of tomorrow. American Cancer Society, our National Service Project, holds a ceremony to celebrate, remember, and fight back to win the ongoing battle with cancer.

When:

The conference is held in late June to July with an award ceremony as the conclusion.

Where:

The location of this conference changes every year. Information is posted in advance so that planning can be done early.

Why:

At the National Conference there are people from all over the world. This gives members the chance to meet people with their similar interests and become friends with people from different places. Along with meeting new people, you learn about their chapter and what is going on in their part of the world. In addition to the social part of the National Conference, there are also opportunities to use what you learn in the classroom every day in real life scenarios and compete against the top competitors in the world.

How:

Many believe that attending the National Conference is far out of their reach, but with hard work, preparation, and fundraising, it is possible.

Link: [National TSA Conference \(tsaweb.org\)](http://tsaweb.org)

Dress Code [Conference Dress Code \(tsaweb.org\)](http://tsaweb.org)

RUNNING FOR A STATE OFFICE

State Officer Candidate

A state officer must have the confidence to lead and speak for the continuing growth of Delaware TSA. This is a great step in your TSA leadership career and should not be taken lightly. General eligibility considerations include:

1. Be an active member of Delaware TSA with prior experience as a chapter officer
2. File an official application by the designated date with the Delaware State Advisor
3. Obtain and maintain academic eligibility as reflected in the officer application form
4. Permission of family, principal, and chapter advisor to serve as a state officer
5. Maintain appropriate behavior and academic eligibility
6. Have credentials reviewed by the Delaware State Advisor and be notified of eligibility

*Note: specific criteria regarding eligibility will be posted within the state officer application form.

Duties of a State Officer Candidate

Officer candidates are required to give a speech which may not last longer than 4 minutes at the general session of the conference in which they are running. Candidates will be given time to campaign. They are encouraged to have a tabletop campaign display but materials may not be placed on facility walls, etc.

National Officer Candidate

If you are interested in running for a National TSA Office, please consult the National Officer Candidate Program on the National TSA Website.

STARTING A CHAPTER

ADVISOR CHECKLIST

Affiliate your chapter. Affiliation is when you pay your dues to the National TSA so that your chapter may participate in TSA related events and conferences. This process is completed online at the National TSA website.

- Step-by-step Affiliation Instructions
- Go to <https://tsaweb.org> and click on Join/Login at the top of the page
- New advisors may request a login on this page
- Click on Chapter Advisor
- Enter your username and password and select Affiliation and Updates from the dropdown menu
- 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
- Verify your advisor information and click Submit
- The Chapter Information page will be displayed. You may edit your chapter information, input your roster, or add advisors. Note: 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
- Click on View invoice and payment screen
- Review your invoice and select a payment option
- Once you have verified that your invoice is correct, select a payment option of purchase order or credit card, and click Submit. You will receive an automated email with the final invoice
- Submit the invoice to your financial department for payment
- Fax the approved purchase order to 703-758-4852
- Please note that chapter affiliation is not complete until the national TSA receives payment or an approved purchase order for payment
- After affiliation you will receive a login and password to a link which contains: The Total TSA Guide the complete guide to competitive events, leadership activities, and membership materials

IMPORTANT INFORMATION TO START A CHAPTER

Affiliation Process

1. Membership is only processed through the National TSA on-line affiliation system. Faxed or mailed affiliation forms will be returned with instructions to affiliate on-line.
2. If a chapter that originally affiliated as a Red CAP adds more than ten members, it automatically becomes a White CAP once the additional fees are paid. Red CAP and White CAP may change to Blue CAP at any time during the year by paying the difference in fees. Blue CAP may add members at any time at no additional cost.
3. A chapter that has paid White CAP fees in excess of the Blue CAP fee may change to Blue CAP status.
4. Any chapter reporting National TSA membership that does not have a state TSA delegation is placed in the chapter-at-large category. All chapters in the chapter-at-large category have rights and privileges of any other National TSA chapter, with the exception of state delegation officer representation.
5. Members of chapters in the chapter-at-large category are considered members in good standing when all applicable chapters and National TSA dues are paid in full.
6. A school may affiliate more than one chapter provided that the chapters represent different levels, i.e., a middle school level and a high school level may physically exist at one school, but not two middle school chapters; separate membership affiliations must be submitted to the National TSA office; separate registrations for the national conference must be submitted to National TSA.
7. Any chapter affiliation submitted to National TSA must be personally completed by the chapter advisor (or an appointed officer).
8. Unpaid invoices must be paid in full to National TSA prior to any chapter member participating in a state or national conference.

Chapter Management

1. Chapters must have 10 student members to affiliate with TSA.
2. Chapter membership type (Red CAP, White CAP or Blue CAP) must be the same at both the state and national levels.
3. A student may belong to only one local chapter and to only one state TSA delegation.
4. TSA membership must be affiliated through a local state-registered education district. "Home-schooled" students may become members through an agreement with an affiliated chapter.
5. Advisors of TSA chapters must be registered state-certified educators working in existing school facilities. It is recommended that an engineering or technology education teacher serve as a TSA chapter advisor. However, in cases where there is no such interested teacher, a state-certified educator may be appointed by the school's principal. The appointed advisor has the same rights and privileges of any advisor as long as s/he maintains the chapter in good standing.
6. The chapter level (middle school or high school) is designated by the chapter advisor when affiliating each year.
7. Two schools may not combine to form one chapter at the same level or different levels. Each school must have a separate affiliated chapter.
8. A member may only belong to a TSA chapter where he or she attends school, unless they are home-schooled.

Membership Dues

1. Membership is not processed until all dues (national and state) are paid in full. State dues received at the National TSA office will not be remitted until all dues are paid in full.
2. All membership dues must be paid at the time of affiliation. Affiliations without dues will not be processed and neither the chapter nor its members will be in good standing until all dues are paid. TSA membership dues are non-refundable and non-transferable.
3. TSA operates under a unified dues policy, whereby all members must affiliate and pay applicable dues at the local, state, and national level. Individual dues at all levels (high school and middle school) consist of local chapter dues (determined by the chapter), state dues (determined by the state delegation), and national dues (determined by TSA, Inc.).
4. A written notification of transfer must be sent to the National TSA office if a student has paid individual membership dues and transfers to another chapter/school.
5. Any advisor affiliated with a chapter must pay the annual advisor dues.

ROLE OF THE ADVISOR IN A CHAPTER

While the success of a TSA chapter rests on many factors, the crucial factor is the chapter advisor. If the responsibilities of the advisor are well understood, worked at, and most of all enjoyed, the success of the chapter is almost guaranteed, and the advisor enjoys a great return on his/her personal investment.

Organizations move forward with the guidance of a dynamic and dedicated leader, and a TSA chapter is no exception. An effective advisor develops the skills of good planning, organization, and leadership. Students respond in kind to the advisor's display of integrity, perseverance, and initiative in professional and daily activities.

Recognizing the importance of the teacher's role, TSA provides the opportunity for integrating the TSA program of activities into classroom teaching. By supplementing the instructional curriculum with these activities, the teacher/advisor promotes a learning experience for students that is enriched and broadened.

ADVISOR RESPONSIBILITIES

The TSA chapter advisor's responsibilities include being knowledgeable about and orienting all technology education students and chapter members in the purposes, expectations, program, and organization of TSA, including:

- Motto and creed
- Competitive events and awards
- Leadership conferences
- Emblem symbolism
- Benefits of membership
- Colors
- Instruction correlating course content and TSA

- Official dress
- Chapter activities

- Acquainting parents with TSA activities, purposes, and opportunities offered through the instructional program
- Keeping school, faculty, and administrators informed of all activities
- Monitoring the collection and processing of membership dues
- Supervising the election and installation of officers
- Training officers and members in effective leadership techniques
- Supervising the chapter officers to ensure that meetings are scheduled and held on a regular basis
- Monitoring the organization and the use of the secretary's and treasurer's books
- Supervising all committees
- Coordinating the implementation of a well-balanced program of activities
- Keeping abreast of technology news and TSA regional, state, and national activities
- Preparing students for entry into regional, state, and national competitive events
- Accompanying and supervising students who attend regional, state, and national TSA conferences and events
- Maintaining chapter records

ROLE OF THE OFFICERS IN A CHAPTER



This information is also listed in the DE TSA Bylaws found at the following link:

[DE TSA Bylaws](#)

President

It shall be the duty of the President of DETSA to preside at all meetings; to make necessary committee appointments, to develop with the State Officer Team a program of work for the term of office; and to be available as necessary in promoting the welfare of DETSA. Duties include the following:

1. Appoint committees and serve as ex officio members of each.
2. Keep the meetings moving at an interesting pace.
3. Call upon other officers to take the chair when necessary or desirable.
4. Keep association activities progressing in a satisfactory manner.
5. Represent the association in outside activities.
6. Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

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 occasion may demand; and to be available as necessary in promoting the welfare of DETSA.

1. Assist the president
2. Serve and record member votes.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees

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 be available as necessary in promoting the welfare of DETSA.

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep association permanent records.
5. Post notices to members pertaining to association activities and send invitations to guests.
6. Be responsible for association correspondence.
7. Call the meeting to order in the absence of the presiding officer

Treasurer

It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep financial records and report them as necessary; to assist in efforts to gain corporate sponsorships for DETSA; to oversee budgets; and to be available as necessary in promoting the general welfare of DETSA.

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the chapter's association of TSA.

Reporter

It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for Delaware and National TSA publications, professional magazines and journals, newspapers, social media, and other news media; to contact other association members concerning new items for publication; to gather information for the content of the DETSA website and submit the information to the designated webmaster in a timely manner, and to be available as necessary in promoting the general welfare of DETSA.

1. Prepare articles for publication.
2. Contact members to obtain news regarding the association.
3. Contact personnel in charge of other publications and provide copy conforming to their requests.
4. Act as historian of the association by keeping an association publications archive.

5. Assist with planning and arranging association exhibits.
6. Act as editor of association publications with the responsibility of developing and publishing publications and communications.

Sergeant-At-Arms

It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to assist 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 procedure as set forth by Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of DETSA.

1. Serve as parliamentarian for the association.
2. Arrange meeting rooms and care for association paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.

CHAPTER STATEWIDE ACTIVITIES



Listed below are some examples of how Delaware TSA chapters and members can participate in State- and Nation-Wide Events and Activities. Most of these events are created to raise awareness of the Technology Student Association (TSA) or promote Science, Technology, Engineering, and Mathematics (STEM) education across the nation. Some of the events that are supported by Delaware TSA include: National TSA Week, Career and Technical Education Week, Engineers Week, and the State and National Service Projects. Please visit the Delaware TSA website and consult the Calendar of Events which includes the dates during which these events are celebrated.

<http://detsa.org/service>

[Service Project Ideas](#)

National TSA Week

- Advertise a “TSA Tuesday” during which all the members of your chapter wear TSA apparel.
- Host a TSA Breakfast before school and sell doughnuts and bagels as a fundraiser to promote TSA
- Design a flyer to put in the office and other Career and Technology Classrooms around your school to publicize TSA.
- Host a dinner with your TSA chapter and other chapters in the county or host an event at which new members can meet the new members of your chapter and you can meet other TSA members in your county.

Career and Technical Education Month

- Write a letter to your Congressional Representative about the importance of Technology Education and the activities of the Technology Student Association

- Contact another school in your district about starting a TSA chapter at their school and assist with the development of promotional materials for the new chapter.
- Write an article for your local newspaper about your school's Technology Education Program
- Develop a promotional video or PowerPoint presentation to present to your school about TSA and Technology Education to promote your technology classes for incoming students.
- Learn about technology programs around the state and the nation and pick a topic to learn more about, submit your research in an article to the Kentucky Scene

Engineers Week

- Develop and test an experiment to determine the influences of technology and science in everyday life.
- Participate in or plan a service project in which you teach young or elderly members of your community about an aspect of science or technology.
- Plan a problem-solving activity in your chapter that utilizes a new aspect of technology.
- Discuss the impact of technology on the future, including its impact on leadership and job opportunities.
- Design a flyer promoting science and technology education through the Technology Student Association and post them around your school.

State/National Service Project

- Design a flyer promoting the state service project to distribute to chapter members and others in your community interested in participating in the state community service project.
- Develop a plan and goal for fundraising and holding the project.
- Write about your experiences participating in the state service project to submit to the Delaware Times Newsletter.



CHAPTER FUNDRAISING

The following will introduce ideas that will aid chapters in raising money to support their endeavors within TSA. There are several ways to raise money for your chapter. Ultimately, fundraising activities are not only effective in raising money for your chapter but also essential in promoting the TSA.

Alternatively, contacting businesses and individuals for sponsorship is also an extremely effective means of raising funds to fuel your chapter's goals. In this section you will find information on both and ways to make fundraising and sponsorship successful in your chapter. Additional Fundraising Ideas can be found at the following link: [Fundraising Ideas](#)

Fundraising Event Ideas

In the following section you will find a variety of fundraising event and activity ideas submitted by Delaware TSA members and chapters who have found them successful in the past. These ideas can be adapted in countless ways to fit your chapter's goals and needs. They not only serve as a means of funding your chapter's goals, but also of promoting our organization.

1. Human Foosball
 - TSA members pay \$5 to play human foosball outside
2. Jail fundraiser
3. Charity paper link chain
4. Pie in-the-face for charity
5. Human, hungry, hungry hippos
6. Human Foosball
 - TSA members pay \$5 to play human foosball outside
7. Jail fundraiser (similar to New Hampshire TSA)
8. Charity paper link chain
9. Pie in-the-face for charity
10. Human, hungry, hungry hippos

Business Partnership

Contact local businesses about the Technology Student Association to see if they would be interested in sponsoring your chapter to attend state and national events. Advocate TSA using a professional letter to communicate your experiences in the organization, and the purposes of our organization. Be sure to include what you intend to gain by going to the conferences and mention your research and competitive activities.

RESOURCES

1. [INTRODUCTION TO TSA](#)
2. [TSA BROCHURE](#)
3. [DE TSA BYLAWS](#)
4. [DE TSA DOCUMENTATION GUIDE](#)
5. [HOW TO MAKE A WORK PLAN](#)
6. For additional information please visit [DE TSA WEBSITE](#)

