



Delaware TSA 2012 State Conference Registration Packet

You will find the following materials in this packet:

1. *Memo with details of this year's conference.*
2. **TSA Advisor Sign-Off Sheet** – *Sign and either email (see bottom of this page) or fax (302-739-1780) the form 24 hours prior to the conference OR sign the form at the registration table upon arrival at the conference; OR provide a copy of each person's permission, medical, photo release and code of conduct form at the conference. You will need to certify to DDOE that you have all of the required forms in your possession at the conference. You must have a copy of the following forms - permission, medical, and photo release, code of conduct - for every person (student, advisor, chaperone, and parent) with you. Except for the DOE Photo Release form, you may substitute with your school/district forms as long as they provide all the pertinent information.*
3. **Registration Forms – SUBMIT BY EMAIL – Submit by FEBRUARY 24, 2012, in order to avoid a late OR contest change fee of \$10 per person.** *Registrations received between February 25-March 9, 2012, will be accepted with the additional charge of \$10 per person. All registrations and/or changes must be received by close of business on March 9, 2012.*
4. **State Officer Application papers – Due by Friday, March 9, 2012.** – *Please encourage your students to run for a state office!*
5. **Request for Event Coordinators and Judges – Fax by March 9, 2012**
6. **TSA Events Chart for 2012 Conference** – Middle School and High School. Note: 2012 Delaware Only Events - Maglev and Model Rocketry are available online at <http://detsa.org/downloads>.
7. **TSA Events Updates At-A-Glance**

**DEADLINE for Registration
Friday, February 24, 2012**

NO On-Site Registrations. Registrations and/or Changed Registrations (received February 25-March 9) are subject to a \$10 per person late fee. March 9, 2012, is the last date to submit registrations.

Payment is not required by the registration deadlines, but appreciated as promptly as possible. Complete all of the Registration Forms and email to mfitzgerald@doe.k12.de.us and hdavis@doe.k12.de.us.



Delaware TSA 2012 State Conference Registration Form Reminders

Complete all the Registration Forms and email them to mfitzgerald@doe.k12.de.us and hdavis@doe.k12.de.us by the close of business on **February 24, 2012, in order to avoid the \$10 per person late fee. Registrations submitted or changed between February 25 and March 9 will be assessed the late fee. March 9 is the last day registrations can be accepted. Please remember that you are not registered until we receive your emailed registration forms; NO on-site registrations will be permitted.**

Checks should be made payable to **Delaware TSA** (FSF Vendor # 0000025728) and mailed to:
Delaware TSA
Delaware Department of Education
35 Commerce Way, Suite 1
Dover, Delaware 19904
Attention: Mike Fitzgerald, Delaware TSA
(State Location Code **N510** if using State Mail)

On the TSA Registration Conference form, please complete the following information for each student:

1. Each event has been assigned an Event number and Event acronym on the Middle and High School registration sheets. When you enter a student in his/her event(s), please enter the correct number and acronym for each event.
2. Delegate I.D. – You will assign the student number to each entry: the number is your school number as it appears on the list we provided, and number 1, 2, 3, 4, 5, 6, 7, 8, etc. (*A student is only given **ONE** I.D. number. If a student is entered in more than one event, the Student I.D. number will remain the same for each event.*)

For Team events – the first team member listed should be assigned a number (one); the subsequent team members will be assigned the same number. The second team (if you have a second team in that event) – the first member of the second team will be assigned a number (two) and subsequent members of the second team will be assigned the number 2. (See page 2 of the Middle or High School registration form for a sample registration form.)

3. **Student Name – use upper and lower case letters – please check your spelling** - what you place on the form is what will appear on everything i.e. name tags, lists for events, certificates, etc.
4. **Your school name** will also be entered by you – **please use upper and lower case letters** (same comment as above).

If you have questions, please call us for assistance at 302-857-3320.