



MEMORANDUM

TO: All Engineering & Technology Education Teachers/TSA Advisors

FROM: Mike Fitzgerald, TSA State Advisor
Education Associate, Engineering & Technology Education

DATE: January 3, 2012

SUBJECT: **Delaware TSA State Conference Registration Packet**

The TSA State Conference will be held on April 26 & 27, 2012, at the Delaware State Fairgrounds at 18500 South duPont Highway, Harrington, DE 19952. **Registration will be from 8:00-8:30 a.m. on both days** with events starting at 8:30 a.m. The conference will end by 5:30 p.m. Wednesday and 3:00 p.m. Thursday. Awards will be presented to students at the end of each conference day, so please plan your travel accordingly. Please arrive 15 minutes prior to the published start time on both conference days in order to check in and get your students ready for their event.

Enclosed you will find details regarding the events that will take place off-site earlier than our conference. All off-site events and a group of static events will be due March 23, 2012 at the Collette Education Resource Center, 35 Commerce Way, Suite 1, Dover, DE 19904.

Please follow your district's guidelines for field trips, etc. I am recommending one adult per ten students. TSA business casual dress is the minimum expectation for the day (check <http://detsa.org/information> for description of acceptable attire). Remind all students, parents and staff that school/district behavior codes will apply. As a requirement of Fairground management, **you must have permission slips with you and include emergency information for each student and adult.** Enclosed is a copy of the forms that are required. These will need to be completed and returned to you.

Please review the guidelines for each event and prepare your students for their competition by following the rules and regulations found in the newest "Total TSA" CD's for Middle School and High School events. You may download the "**2012 Delaware Only**" events from <http://detsa.org/downloads>.

This year the registration fee will be \$40 per participant (advisor and student); \$40 for chaperones (parents). Please make checks payable to "Delaware TSA." **Registrations will be due by the close of business on February 24, 2012; registrations and/or contest changes received after February 24, but before March 9 will be subject to a \$10 per person late fee. All registrations and/or changes MUST be received by close of business on March 9, 2012.** It is preferred that payment be made prior to conference; however, purchase orders or a check may be brought with the advisor to the conference.

Lunch will be provided on both days. Parents, administrators, and special guests are welcome to come to the TSA State Conference, but they must be registered and provide the required forms. Thank you for your support of TSA; we look forward to seeing you and your students at the state conference!

Complete and EMAIL all Registration Forms to mfitzgerald@doe.k12.de.us and hdavis@doe.k12.de.us. You are NOT registered unless we receive your forms by email and NO On-Site registrations will be accepted. Please contact us by email or at 302-857-3320 if you have any questions.