



National TSA 2013 Conference Delaware Delegation Packet

You will find the following information and materials in this packet:

1. **National TSA Conference Schedule- at- a- Glance - Draft**
2. **TSA Advisor Sign-Off Sheet** –*You will need to certify to DDOE that you have all of the required forms in your possession for the national conference. You must have an original copy of the following forms*
 - **1.0 TSA Advisor Sign-Off Sheet**
 - **2.0 Student Permission Form**
 - **3.0 Parent / Guardian Consent Form (Must be signed and notarized)**
 - **4.0 Delaware TSA Delegate Conduct, Practices and Procedures Form**
 - **5.0 National Technology Student Association, Inc. (Parent) Authorization Form - 2013**
3. **Safety and Security Information** – Share this with parents / guardians for their records in case of an emergency.
4. **National TSA Conference information** - Important information for parents / guardians to keep a copy of.

Final due date for registration with National TSA is June 9

All Delaware Delegation forms must be completed and sent to DDOE by June 7

All Travel information must be completed and sent to DDOE by June 7

All requests or arrangements for events that require State Advisor Approval must be completed and sent to DDOE by June 7. Preference will be given by the State Advisor by placement at state conference. All decisions are final.



2013 National TSA Conference Schedule- at- a- Glance (Tentative) Delaware Delegation

- Key**
- Members & Advisors**
 - Graduating Seniors**
 - State Officer Team**
 - Voting Delegates**
 - State President**
 - State Advisor**
 - Advisors**

Students and **State Officers** are strongly encouraged to attend the special interest sessions focusing on the leadership lessons of The Student Leadership Challenge. Students that participate in all five leadership special interest sessions are eligible to receive certification and a lapel pin upon the completion of the training.

THURSDAY, June 27, 2013

5:00PM— 11:00PM TSA, Inc. Board of Directors Meeting	Boardroom
5:00PM— 11:00PM National TSA Officers Meeting	St. John’s 28

FRIDAY, June 28, 2013

1:00PM — 8:00PM Conference Registration	Gatlin Lobby
2:00PM — 3:00PM CRC Managers Meeting	Suwannee 21
3:00PM — 4:00PM National TSA Officer Candidates Meeting	Wekiwa 1
3:00PM — 4:00PM Mandatory Competitive Event Coordinators Meeting	Wekiwa 6
4:00PM — 5:00PM Advisors Orientation Meeting	Gatlin Ballroom A-1
5:00PM — 8:00PM Competitive Events Check-In (for selected events)	Panzacola G
6:30PM — 8:30PM Competitive Event Check-In (for selected events)	Various Breakout Rooms
9:00PM — 9:30PM Required sign-up for presentation times	Various Breakout Rooms
7:30PM — 8:45PM Conference Kick-Off!	Gatlin Ballroom B
9:00PM — 11:00PM State Delegation Meetings	TIME & LOCATION - TO BE DETERMINED
12:00 Midnight	Curfew

SATURDAY, June 29, 2013

7:15AM — 8:45AM State Flag Representatives Meeting	Gatlin Ballroom D
9:00AM — 11:00AM Opening General Session (General Session I)	Gatlin Ballroom
9:00AM — 5:00PM Information Desk Open	Gatlin Registration Desk #1
11:30AM — 12:30PM Advisor Update Meeting	Gatlin Ballroom A-1
11:30AM — 7:00PM Competitive Events (selected events submit 7-8 AM)	Various Breakout Rooms
11:30AM — 6:00PM Special Interest Sessions	Various Breakout Rooms
12:30PM — 2:30PM State Advisor Forum	Wekiwa 3
1:00PM — 2:00PM State Presidents Meeting	Wekiwa 2
3:00PM — 5:00PM Submit Middle School Display Events	Panzacola H-1
4:00PM — 6:00PM Submit High School Display Events	Panzacola H-3
5:00PM — 6:00PM Alumni/ Graduating Senior Reception	Wekiwa 3
5:30PM — 6:30PM TSA Region 1-5 Meetings	Various Breakout Rooms
9:00PM — 11:00PM State Delegation Meetings	TIME & LOCATION - TO BE DETERMINED
12:00 Midnight	Curfew

SUNDAY, June 30, 2013

9:00AM — 11:00AM Recognition Assembly (General Session II)
9:00AM — 5:00PM Information Desk Open
11:00AM — 7:00PM Competitive Events
11:00AM — 6:00PM Special Interest Sessions
11:30AM — 12:30PM Advisor Update Meeting
11:30AM — 7:00PM Competitive Events (selected events submit 7-8 AM)
1:00PM — 5:00PM TSA Meet and Greet
2:00 pm — 4:00 PM TEAMS Competition (written)
6:00PM — 11:30 PM State Delegation Meetings
12:00 Midnight

Gatlin Ballroom
Gatlin Registration Desk #1
Various Breakout Rooms
Various Breakout Rooms
Gatlin Ballroom A-1
Various Breakout Rooms
Panzacola F Lobby
Sebastian I-1/1-2

TIME & LOCATION - TO BE DETERMINED
Curfew

MONDAY, July 1, 2013

7:30AM — 8:00 AM Voting Delegate Seating
9:00AM — 11:00 AM Annual Business Meeting (General Session III)
9:00AM — 5:00PM Information Desk Open
11:00AM — 6:00PM Special Interest Sessions
11:30AM — 12:30PM Advisor Update Meeting
11:30AM — 7:00PM Competitive Events
12:30PM — 3:30PM TSA, Inc. Corporate Board Annual Meeting
1:00 pm — 4:00 PM TEAMS Competition (oral)
1:00PM — 1:45PM CRC/Students Forum
1:45PM — 2:30PM CRC/Advisors Forum
6:00PM — 11:30PM State Delegation Meetings
12:00 Midnight

Gatlin Ballroom D
Gatlin Ballroom
Gatlin Registration Desk #1
Various Breakout Rooms
Gatlin Ballroom A-1
Various Breakout Rooms
Suwannee 16
Wekiwa 5
Wekiwa 8
Wekiwa 8

TIME & LOCATION - TO BE DETERMINED
Curfew

TUESDAY, July 2, 2013

8:00AM — 11:00AM Awards Ceremony (General Session IV)
12:00PM — 1:00PM TSA, Inc. Board of Directors Meeting (new board)
12:00PM — 1:00PM National TSA Officers Meeting (new officers)

Gatlin Ballroom
St. John's 28
St. John's 29

Notes from the Delaware TSA State Advisor

The meeting times/events marked in yellow is mandatory unless a conflict with a competitive event occurs. Students who are not in events are expected to select and attend Special Interest Sessions.

Advisors are to attend events marked in blue to learn up to the minute updates such as logistics, conference changes, location changes, etc.

Students must adhere to the TSA dress code requirements for their events and public appearances as directed by competitive rules or as requested by the State Officers or State Advisor. Adults must dress appropriately for all occasions.

Should any member of the Delaware Delegation need to reach Mike Fitzgerald, Delaware TSA State Advisor during the conference you may reach me at 765.717.3548



1.0 TSA Advisor Sign-Off Sheet

I certify that the following forms have been completed and that I have an original with me for each person attending the National TSA State Conference including myself and chaperones. I certify that I have shared all files with the State Advisor of TSA.

- **1.0 TSA Advisor Sign-Off Sheet**
- **2.0 Student Permission Form**
- **3.0 Parent / Guardian Consent Form (Must be signed and notarized)**
- **4.0 Delaware TSA Delegate Conduct, Practices and Procedures Form**
- **5.0 National Technology Student Association, Inc. (Parent) Authorization Form - 2013**

- 1.0 TSA Advisor Sign-Off Sheet _____ *(Advisor initial)*
- 2.0 Student Permission Form _____ *(Advisor initial)*
- 3.0 Parent / Guardian Consent Form (**Must be notarized**) _____ *(Advisor initial)*
- 4.0 Delaware TSA Delegate Conduct Form _____ *(Advisor initial)*
- 5.0 National TSA, Inc. (Parent) Authorization Form - 2013 _____ *(Advisor initial)*

TSA Advisor (print name)

School Name

TSA Advisor (signature)

Date

Sign, email, fax (302-739-1780) or mail - all forms must be received no later than June 7.



2.0 STUDENT PERMISSION FORM

RETURN PHOTOCOPIYS OF ALL FORMS ON OR BEFORE June 7, 2013

Mike Fitzgerald, State Advisor
Delaware TSA
Delaware Department of Education
John W. Collette Education Resource Center
35 Commerce Way, Suite #1
Dover, DE 19904
SLC Code N510

NOTE: Chapter Advisors are to keep the original at all times and SEND A PHOTOCOPY of the completed 1.0 SIGN-OFF, 2.0 PERMISSION, 3.0 CONSENT, 4.0 CONDUCT, 5.0 TSA Parent Authorization forms to DOE prior to any travel with students.

Name: _____

Address: _____

Telephone: _____ School: _____

PARENT OR GUARDIAN PERMISSION

_____ has my permission to attend and participate in the 2013 TSA National Career Development Conference. I understand the Delaware delegation will be traveling by bus/student/family car/plane. My child has been made aware that they are to obey the rules of the Delaware delegation and of the advisors/supervisors/teachers/chaperones assigned to them. If there is some reason my child needs medical attention or for some disciplinary reason the child must be sent home, I will be contacted.

Signature of Parent or Guardian

Date

Medical Data

Please Print -- List any allergies or possible illness for which medicine or treatment may be needed during the conference period.

Allergies: _____

Type of Medicine carried: _____

Currently being treated for: _____

Name and address of family physician: _____

Physician's phone: _____

Name and address of person to contact in case of illness: _____

Contact person's phone: _____

Blue Cross/Blue Shield No.: _____

Other Insurance Name and No.: _____

3.0 PARENT / GAURDIAN CONSENT FORM

I, _____
(Parent/Guardian's Name) (Relationship)

of _____
(Name of TSA Participant) (Age)

Complete Home Address:_(including Zip)

(Area code and Home telephone No.)

(Area code and Work telephone No.)

I hereby authorize in advance the advisor/TSA representative to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

I also do hereby on behalf of him/her absolve and release the school officials, the TSA chapter advisors and the assigned state/provincial TSA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the TSA sponsored activity.

Medical/hospitalization carrier policy number: _____

Other Medical Insurance: _____

Policy Number: _____

I also agree that the school officials, the TSA chapter advisors, the state/provincial TSA staff, or the Conference Conduct Committee members have the right to send

_____ home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

(Parent/Guardian's Signature)

(Notary's Signature and Seal) - REQUIRED -

(Date)

4.0 DELAWARE TSA DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Delaware TSA requires each delegate attending the conference to read and complete the **Attendance Permission Form** and return it to the **state/provincial** TSA advisor prior to attendance. *Please note that both the Delaware Delegate Code of Conduct and the National TSA Code of Ethics are expected to be followed throughout the conference.*

- The term “delegate” shall mean any TSA member, including advisors, attending conferences (high school, collegiate, alumni, and professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all TSA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and state/provincial advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests are allowed during curfew hours. Male and female delegates shall only be permitted in rooms together provided an advisor is present. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- State/Provincial associations will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject to their entire delegation to being unseated and their candidates or competitive events to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.

Student Signature

Chapter Advisor Signature

Parent / Guardian Signature

Date

5.0 National Technology Student Association, Inc. (Parent) Authorization Form – 2013

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

This form is required of all minors and adults who attend the national TSA conference. Copies of this completed form are to be retained and kept on file by minor's parents, chapter advisors and/or state advisors. 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 their state advisor prior to the conference if requested by the state advisor. National TSA reserves the right to request a completed copy of this form at any time from the chapter advisor or state advisor. Do not send this form to the national TSA office.

As used below, TSA shall mean the (National) Technology Student Association, Inc. and its officers, directors, employees, assigns, and agents (including any third party designated and approved by TSA) 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 a TSA activity. The participation in any TSA program, meeting or conference (collectively, the "Event"), agrees to the following:

I hereby grant to TSA the right to photograph and/or videotape me (my child) during my participation in an Event. I further grant to TSA, 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 TSA may desire, in all media and in all forms and for all purposes, including without limitation, advertising and other promotions for TSA, without further compensation to me or any limitation whatsoever. In granting this license, I understand that TSA 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 TSA 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 TSA. It is a TSA policy not to print a minor's picture accompanied by his/her name unless TSA 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 TSA, 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 TSA arising out of my participation, and I will indemnify and hold harmless TSA against any and all claims resulting from such participation.

I hereby release TSA 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 TSA arising in connection with my participation in the Event and TSA'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. In the event I should sustain injuries or illness while involved in an Event, I hereby authorize TSA 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 TSA'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 Virginia without regard to conflicts of laws principles. Venue for any legal action arising out of or in connection with this Release shall be in Fairfax County, Virginia. 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.

Participant's Name and Signature _____

School _____

Home address _____ City _____ State _____ Zip _____

Allergies _____ Age _____

Current Medication _____

History of heart condition, diabetes, asthma, etc. _____

Physician's name and telephone _____

Insurance company and policy number _____

Parent/Guardian's Name and signature _____

Parent's Phone (h) _____ (c) _____ Email _____



SAFETY AND SECURITY INFORMATION

In case of an emergency the parent / guardian must retain this copy of emergency phone numbers

Emergency Phone Numbers

Mike Fitzgerald Delaware Technology Student Association State Advisor (765) 717-3548

Rosen Shingle Creek Resort Safety and Security Information

HOSPITALS / EMERGENCY ROOMS

Dr. Phillips Hospital (407) 351-8500

East Coast Medical, 24 hour clinic (407) 684-5252

ROSEN SHINGLE CREEK SECURITY DISPATCHER

Emergency - dial 55 or *55, non emergency - dial 17800

Fire Emergency

The Rosen Shingle Creek Resort has an extensive fire system with detection, notification and suppression systems all monitored by our Security Dispatchers. In the event of an emergency, guests and employees will be directed by a public address system to an area of refuge using the closest stairwell or following the illuminated exit signs. Areas of evacuation will depend on the location of the fire emergency. Normally, the evacuation area will correlate with the fire emergency including immediate surrounding areas.

Severe Weather

Rosen Shingle Creek receives notifications of severe weather and tornado warnings issued for Orange County. After notifications of the warnings, the Security Manager on Duty will stay abreast of the conditions and will make a determination to activate the emergency alert plan.



IMPORTANT NATIONAL CONFERENCE INFORMATION FOR PARENTS

Parents...did you know your child may not attend the national TSA conference unless you complete the TSA, Inc. AUTHORIZATION FORM? The form may be found at http://www.tsaweb.org/sites/default/files/Parent_Auth13.pdf This very important form must be given to you by your child's chapter advisor and then completed and returned to the advisor. It is the responsibility of the chapter advisor to keep a copy of the completed form with him/her at all times and to have it available upon request by the state advisor or National TSA. Please keep a copy for your records.

Parents . . . did you know you can be a national judge?

More than 200 judges are needed at the national TSA conference. Being a contest judge is a great way to become involved in TSA. Consider "rolling up your sleeves" and devoting some of your valuable time, talent and skills to this very worthwhile endeavor. Parents are welcomed and encouraged to attend the national TSA conference to help make a positive impact on TSA members nationwide through judging. Training is provided. Visit www.tsaweb.org and click on Competitive Events to see if any of the competitions match your area of expertise or interest and for information on volunteering to be a judge. Once you are ready to judge, contact Mary Henning at me6019@hotmail.com.

Parents...did you know there is an online store for TSA apparel?

TSA members, advisors and parents can now shop for TSA branded products online. To purchase blazers, shirts, slacks, and other official clothing, as well as other accessories such as TSA pins, patches and ties, visit www.costore.com/tsa or <http://www.tsaweb.org> and click on TSA Store.

Parents...did you know TSA has a partnership with the American Cancer Society?

Last year's TSA chapters around the country raised more than \$70,000 to help fund vital research, education, advocacy and patient services of the American Cancer Society. At the upcoming national conference in Nashville TSA will once again recognize the chapters and states that raise money for the American Cancer Society. All contributions raised between July 1, 2012 and June 1, 2013 will be tallied and counted toward this goal. To find out more about the American Cancer Society, visit <http://www.cancer.org>.

Parents...did you know all adults who attend the national TSA conference must comply with the TSA dress code? No flip-flops, halter tops, tank tops or shorts are permitted for anyone at the general sessions. Visit <http://www.tsaweb.org/Dress-Code> for more information. Also, all parents must register to attend the conference either on their own or through their child's chapter advisor.