



MEMORANDUM

TO: All Engineering & Technology Education Teachers/TSA Advisors

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

DATE: February 18, 2011

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

The TSA State Conference will be held on April 20 & 21, 2011, at the Delaware State Fair Grounds 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.

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 April 1, 2011 at the Collette Education Resource Center. 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.

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. Remind all students, parents and staff that school/district behavior codes will apply. As a requirement of the Fairground management, **you must have your 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. I would like to thank you in advance for your support of TSA and plan to have fun at the conference!

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 the "**2011 Delaware Only**" events you may download from <http://detsa.org/downloads>

This year the registration fee will be \$40 per participant (advisor and student); we will charge \$30 for chaperones (parents). Please make checks payable to "Delaware TSA." **Registrations will be due by the close of business on March 11, 2011.**

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. We look forward to seeing you and your students at the state conference!

Complete all of the Registration Forms and email them to mfitzgerald@doe.k12.de.us and copy to hdavis@doe.k12.de.us. Please contact us by telephone at 302-857-3320 or by email if you have any questions.