



# Delaware TSA 2013 State Conference Registration Packet

Conference Registration – **Submit by FEBRUARY 21, 2013, in order to avoid a late OR contest change fee of \$10 per person.** Registrations received between February 22 and March 1 will be accepted with an additional late fee per person. All registrations and/or changes must be received by close of business on March 1, 2013. **New for this year is the online registration system.** Use the following link to use the online registration system:

<https://www.registermychapter.com/tsa/de/SchoolInfo.asp>

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 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 of the same pertinent information.
3. *State Officer Application Packet* – **Due by March 1, 2013.** – *Please encourage your students to run for a state office!*
4. *Request for Event Coordinators and Judges* – **Fax or email by February 1, 2013**
5. *TSA Events Chart for 2013 Conference* – Middle School and High School. Note: 2013 Delaware Only Events - Automata Design & Technology, Maglev and Model Rocketry are available online at: <http://detsa.org>
6. *Draft Conference Brochure* – *Draft of onsite conference events and times*
7. *TSA Events Suggested Dress* – *Suggested event "dress for success" guidelines and conference dress code. Note: Only students who are registered for on-site events should attend the conference.*

**Deadline for early registration is February 21  
Late registration opens on February 22 and ends on March 1**

**NO On-Site Registrations.** Registrations and/or Changed Registrations (received February 22-March 1) are subject to a \$10 per person late fee. March 1, 2013, 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.

Should you have any questions or need support please contact:

Hilda Davis at [hdavis@doe.k12.de.us](mailto:hdavis@doe.k12.de.us) and Mike Fitzgerald at [mfitzgerald@doe.k12.de.us](mailto:mfitzgerald@doe.k12.de.us) or at 302-857-3320



## Delaware TSA 2013 State Conference Registration Form Reminders

Complete all the Registration Forms at <https://www.registermychapter.com/tsa/de/Main.asp> by the close of business on **February 21, 2013**, in order to avoid the \$10 per person late fee. Registrations submitted or changed between February 22 and March 1 will be assessed a late fee. **March 1** 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. All chapters participating at State Conference must be affiliated with National TSA prior to State Conference attendance. **Use upper and lower case letters and 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.

*Note: Only students who are registered for **on-site events** should attend the conference.*

Checks for state conference 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: Hilda Davis, Delaware TSA  
(State Location Code **N510** if using State Mail)

Should you have any questions or need support please contact:

Hilda Davis at [hdavis@doe.k12.de.us](mailto:hdavis@doe.k12.de.us) and Mike Fitzgerald at  
[mfitzgerald@doe.k12.de.us](mailto:mfitzgerald@doe.k12.de.us) or at 302-857-3320