



Delaware TSA 2014 State Conference Registration Packet

Conference Registration – **Submit by FEBRUARY 28, 2014 in order to avoid a late OR contest change fee of \$10 per person.** Registrations received between March 1-7 will be accepted with an additional late fee per person.

All registrations and/or changes must be received by close of business on March 7, 2014.

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. *Note: 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 February 28, 2014.* – Please encourage your students to run for a state office!
4. **Request for Event Assistant Coordinators and Judges – Fax or email by February 1, 2013**
5. *TSA Events Chart for 2014 Conference* – Middle School and High School. Note: 2014 Delaware Only Events - Automata Design & Technology, Maglev, Model Rocketry, and T-Shirt Design are available online at: <http://detsa.org>
6. *Draft Conference Brochure – Planning 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 28
Late registration opens on March 1 and ends on March 7**

On-site registrations will not be accepted. Payment is not required by the registration deadlines, but is appreciated as promptly as possible. Complete all of the Registration Forms.

Should you have any questions or need support please contact:

Bliss Holcomb at bliss.holcomb@doe.k12.de.us or Mike Fitzgerald at mike.fitzgerald@doe.k12.de.us or at 302-857-3320



Delaware TSA 2014 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 28, 2014**, in order to avoid the \$10 per person late fee. Registrations submitted or changed between March 1-7 will be assessed a late fee. **March 7** is the last day registrations can be accepted. Please remember that you are not registered until we receive your 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. When inputting names, please **use upper and lower case letters and check your spelling**. What you place in the forms will be what will appear on all of our official materials such as name tags, event rosters, 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: Bliss Holcomb, Delaware TSA
(State Location Code N510 if using State Mail)

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