



MEMORANDUM

TO: All Technology Education Teachers/TSA Advisors

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

DATE: December 12, 2013

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

The TSA State Conference will be held on April 29 & 30, 2014, 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. Events will start at 8:30 a.m.** It is planned for the conference to end by 5:30 p.m. of each day. 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 for all events on both conference days in order to check in and get your students ready for their event.

Enclosed you will also find details regarding the events that will take place off-site prior to our conference. All **off-site events and a group of static events will be due on Saturday March 22, 2014** at the Collette Education Resource Center, 35 Commerce Way, Suite 1, Dover, DE 19904.

Please follow your district's guidelines for field trips, etc. We require one adult chaperone or advisor in attendance for each set of ten students. TSA business casual dress is the minimum expectation for most state events (check <http://detsa.org> for descriptions of acceptable attire) however some events may require a different dress code. Therefore should you have any questions, please inform students it is best to be over dressed rather than underdressed for their event. Should you have any additional questions about dress code, please feel free to contact us.

Please be aware that anyone who arrives in unacceptable attire may be asked to leave or disqualified from events. 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 for each participant.

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" for Middle School and High School events. You may download the "**2014 Delaware Only**" events from <http://detsa.org>

This year the registration fee will be \$40 per participant and \$10 for chaperones. Please make checks payable to "Delaware TSA." **Registrations will be due by the close of business on February 28, 2014; registrations and/or contest changes received on March 1-7 will be subject to a \$10 per person late fee. All registrations and/or changes MUST be received by close of business on March 7, 2014.** 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. Please note that there will be no refunds for changes made after March 7 and you will be billed for the entire amount.

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. Please **note that only the students who are registered for on-site events on should attend the conference.** Thank you for your support of TSA; we look forward to seeing you and your students at the conference!

Complete all necessary registration forms you are NOT registered unless we receive your forms. NO on-site registrations will be accepted. Please contact us by email or at 302-857-3320 if you have any questions.