



MEMORANDUM

TO: All Engineering & Technology Education Teachers/TSA Advisors

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

DATE: Fall, 2016

SUBJECT: Delaware TSA State Conference Registration Packet

The TSA State Conference will be held on April 13 & 14, 2016, 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 12, 2016** 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 General Session Attire 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 on your chapter affiliation page for Middle School and/or High School events. You may download the **"2016 Delaware Only"** events from <http://detsa.org>

This year the registration fee will be **\$TBD** per participant and \$10 for chaperones. Please make checks payable to "Delaware TSA." **Registrations will be due by the close of business on February 13, 2016.** It is preferred that payment be made prior to March 12. Once you have completed registration you will be billed 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 are to attend the conference.**

NO on-site registrations will be accepted. Please contact us if you have any questions.