



**MEMORANDUM**

TO: Technology Student Association (TSA) Advisors  
FROM: Mike Fitzgerald, TSA State Advisor  
Education Associate, Technology Education  
DATE: September 2016  
SUBJECT: Delaware TSA State Conference Registration Packet

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The TSA State Leadership Conference will be held on April 26 & 27, 2017, at the Delaware State Fairgrounds (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. 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 11, 2017** 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 every ten (10) students. TSA General Session Attire is the minimum expectation for state events (check <http://detsa.org> for descriptions of acceptable attire) however some events may require a different dress code. 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 the TSA code of conduct 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

Please review the guidelines for each event and prepare your students for their competition by following the rules and regulations found on your chapter affiliation page for Middle School/High School events. You may download the "**2017 Delaware Only**" events from <http://detsa.org>.

This year the registration fee will be \$40 per participant. Please make checks payable to "*Delaware TSA.*" **Registrations will be due by the close of business on January 24, 2017.** Payment is to be made prior to March 11, 2017. Once you have completed registration you will receive an invoice by email for the entire amount.

Lunch will be provided on both days. Parents, administrators, and special guests are welcome to come to the TSA State Leadership Conference, but they must be registered and provide the required forms. **Please note that only students who are registered for on-site events are to attend the conference.**