

Preparation Guidelines for “Static Events Turn in”

March 17, 2018 / 8:00 am - Noon

Advisors, please read and adhere to the National TSA guidelines for all events – pay particular attention to the “Procedures” and “Regulations” sections of the guidelines.

DELAWARE TSA SUBMISSION GUIDELINES:

- All materials (Portfolios, CD, Flash Drives, etc.) must contain the student ID number or numbers. These numbers can be found on the DE registration website or invoice.
- As a reminder ONLY the student ID number(s) are to appear on entry submissions. School names and student names are to not appear in the submitted materials.
- No specific student or school identification should be seen on any event material that is being turned in for judging. However, first names can be used for “Plan of Work” logs that are required for some events.
- National TSA has made the switch from 3-ring binders to “Clear Front Report Covers” for all events.
- All portfolios/documentation materials have a required format. Please refer to each event’s guidelines for the required format.
- LEAP materials are to be submitted this year.

LABELING OF EVENT MATERIALS:

Even though DETSA will be labeling each event at turn-in on Saturday morning, please ensure that all event materials are labeled according to the national guidelines. For individual events, student ID’s are listed on your Delaware Conference Registration. For team events, please use the following procedure:

1. A team ID consists of 5 digits: example – “1065-1”
2. The first digit is either a “1” for middle school or a “2” for high school
3. The next three digits are your school code/# which can be found on your registration, invoice and payment receipt. (This is not the same as your chapter ID#)
4. The last digit, after the hyphen, is the team number that is also found on your chapter registration.

The following pages includes lists of expected materials to be turned in on Saturday, March 17, for each event:

Middle School Events

Children's Stories - MS

1 – documentation portfolio in a clear front report cover per entry also containing a USB flash drive.

Digital Photography - MS

1 – documentation portfolio per entry using sheet protectors. The judges for this event are asking that all entries be printed out and placed in a portfolio in the correct order as stated in the guidelines. The flash drive is not required or advised when submitting.

Essays on Technology - MS

1 – clear front report cover per entry containing essay, outline, reference list, and note card stapled or paper clipped to the reference list.

Promotional Marketing - MS

1 – unsealed, standard letter size envelope per entry containing USB Flash drive.

Stem Animation - MS

1 – documentation portfolio in a clear front report cover per entry also containing USB flash drive.

Pin Design - MS

1 – 9X12 or 10X13 envelope per entry containing camera-ready design, self-evaluation and USB flash drive.

Video Game Design - MS

1 – documentation portfolio in a clear front report cover per entry containing the PDF files as cited in the event guide under regulations, Part E. The game itself should be located online; in which case, the address will be typed in large font on a single piece of paper and placed inside the clear front report cover.

Website Design - MS

1 – 8 ½ X 11 sheet of paper containing the teams typed, URL address for their event website. Please use the “Title Page” format that is used for other TSA events that require a documentation portfolio. (i.e. event title; conference city, state and year; student ID numbers; and the URL at the bottom)

High School Events

CAD, Architecture & CAD, Engineering – HS

1 or 2 – ANSI B size sheets of paper per entry, stapled together.

Children’s Stories - HS

1 – documentation portfolio in a clear front report cover and the actual storybook.

Digital Video Production - HS

1 – documentation portfolio in a clear front report cover. The DVD should be secured in a DVD sheet protector and secured in the clear front report cover.

Engineering Design – HS

1 – documentation portfolio in a clear front report cover. Also required are a poster and a physical model or prototype that must fit within the display dimensions.

Essays on Technology - HS

1 – clear front report cover per entry containing essay and bibliography list. **(No Flash Drive)**

Fashion Design & Technology- HS

1 – 32 quart plastic storage container, containing documentation portfolio, patterns, and garments that cannot be placed on hangers or mannequins. Garment is to be placed on hanger or mannequin and protected with plastic bag, commercial garment bag, etc.

Future Technology Teacher – HS

1 – documentation portfolio in a clear front report cover that includes lesson plan and handouts. Remember, the top 5 finalists will be conducting their lesson in front of judges on day two of the conference.

Music Production - HS

1 – documentation portfolio in a clear front report cover per entry also containing the audio CD and completed “Student Copyright Checklist.”

Photographic Technology - HS

1 – documentation portfolio per entry using sheet protectors. The judges for this event are asking that all entries be printed out and placed in a portfolio in the correct order as stated in the guidelines. The flash drive is not required or advised when submitting.

Promotional Design - HS

1 – 9 ½ X 12 inch folder containing all required elements.

T-Shirt Design - HS

1 – 9X12 or 10X13 envelope per entry containing camera-ready design, self-evaluation and USB flash drive.

Video Game Design - HS

1 – documentation portfolio in a clear front report cover per entry containing Flash drive or DVD. The event guidelines state that judges will play the game on participant's laptop. Of course this cannot happen. Instead, please ensure that the game can be played from a flash drive, DVD CD, or the game can be placed online. If using a flash drive or DVD, place the device in a sheet protector in the clear front report cover. If the game is located online, type the URL on a separate sheet of paper and place inside the clear front report cover.

Webmaster - HS

1 – 8 ½ X 11 sheet of paper containing the teams typed, URL for their event website. Please use the "Title Page" format that is used for other TSA events that require a documentation portfolio. (i.e. event title; conference city, state and year; student ID numbers; and the URL at the bottom)