



## DELAWARE TSA STATE OFFICER - CANDIDATE APPLICATION

### State Officer Application Packet - 3.0

We are pleased that you are interested in running for a Delaware TSA State Office; however, before running, we would like to acquaint you with the duties and responsibilities required of State Officers. Our website, [www.detsa.org](http://www.detsa.org), and the Delaware TSA By-Laws would be a great place to start as well as speaking with a current or former State Officer. This is a student organization and as a State Officer, you hold a great responsibility in the operation and success of the Delaware Technology Student Association.

### **STATE OFFICER CANDIDATE SCREENING**

The complete state officer candidate packet is due on **Monday, March 5, 2018**. If successful, you will be granted an interview in the afternoon on Saturday, March 17, 2018. In order to be eligible to run for office, it is required that you and your advisor and/or parent attend the March 17 interview. The interview will be for the purpose of determining appropriate candidates to run for TSA office. After a successful interview you may be placed on the ballot for election. Plan for the interview to take about 15 minutes.

Send your complete application as a single **PDF file via email to:**

Mike Fitzgerald, TSA State Advisor  
[mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us)

### **State Officer Application Criteria**

Each candidate who intends to serve as a State Officer must have prior experience as a Chapter Officer. In addition, each candidate will need to commit to participating in the **TSA State Officer Work Plan retreat SUMMER 2018 –TBD-** at this meeting the officers will work as a team to create the Delaware TSA State Officer Work Plan that will be used to guide all of the strategic projects that will occur throughout your term in office.

### **STATE OFFICER ELECTIONS/INSTALLATION**

Attendance at both the Election and Installation are mandatory. During the TSA State Conference an election will be held. All officer candidates will be excused from school in order to attend. Please feel free to view the current activities schedule at [www.detsa.org](http://www.detsa.org) to help determine the time commitment.

### **STATE OFFICER MEETINGS/FUNCTIONS**

State Officers participate in monthly meetings, officer training and work sessions as well as work with TSA members from other schools, states and attend national TSA functions. They also represent Delaware TSA as a delegate in local, state and federal government activities. It is definitely a positive experience! These dates are arranged by the State Advisor in coordination with the State Officers. Meetings are typically held during the evening or after school. In addition, officers will have the opportunity to participate in other TSA related activities to serve in a leadership role. These activities are determined in the annual TSA Work Plan that the State Officers help create in the summer leadership planning week (State Officer Work Plan Meeting). The Delaware TSA leadership and competitive conferences are held during the school day and are sanctioned by the chief school officers of all public school districts in Delaware.

**I have read the above statement and understand the expectation to attend and participate in ALL TSA events and functions as scheduled during my term in Office.**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date



**State Officer Information**

**(PLEASE PRINT NEATLY)**

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent(s) or Guardian: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Advisor: \_\_\_\_\_

Technology Education course(s) you take this year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other School Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

***Each complete application must include the following:***

1. Include **two (2) letters** of recommendation. One of the letters must be from your local chapter advisor. The other letter may be from your principal or another teacher. The letters should include details on your qualifications to be a leader of Delaware TSA.
2. Include a **one (1) page** "Meet the TSA State Officer Candidate" essay and one **(1) photo** of the candidate. See State Officer Application Packet - 3.6 for details. Please title the page and include your name and school on the page.

**RETURN TO STATE OFFICE NO LATER THAN**

**Monday, March 5, 2018**

**All appropriate signatures required.**

**Please note that it is the expectation that State Officers attend ALL scheduled TSA Events/Functions as a State Officer.**

Student Name: \_\_\_\_\_

**Parent**

My child advised me of his/her interest in running for a State TSA Office. I approve of my child serving as a state officer. I understand that should my child not perform the assigned duties of the office; work plan; code of conduct; or duties as assigned by the state advisor, they may be removed from office.

\_\_\_\_\_  
Parent's Signature

**Principal**

This is to certify that the above named person has satisfactory grades to be involved in this co-curricular activity.

\_\_\_\_\_  
Principal's Signature

**Advisor**

This is to certify that the above named student is making satisfactory progress in their instructional area. This co-curricular activity should not be a hindrance to their achieving appropriate skill development.

\_\_\_\_\_  
Advisor's Signature

**Student**

I understand that in being a TSA State Officer, I will be required to attend ALL scheduled functions and give many hours of my own time. I am willing to work as an officer to the best of my ability. I understand that I am to comply with the DETSA code of conduct. Should I not perform the assigned duties of the office; work plan; or duties as assigned by the state advisor, I may be removed from office.

\_\_\_\_\_  
Student's Signature



**TECHNOLOGY STUDENT ASSOCIATION  
STUDENT PERMISSION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ School: \_\_\_\_\_

**PARENT OR GUARDIAN PERMISSION:**

\_\_\_\_\_ has my permission to attend and participate in **Delaware TSA as a State Officer**. I understand the Delaware TSA delegation will be traveling by van/bus/student/advisor/family car. My child has been made aware that they are to obey the rules of the Delaware delegation and of the supervisors assigned to them. If there is some reason my child needs medical attention or for some disciplinary reasons must be sent home, I will be contacted.

\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_

Date

**Medical Data**

**Please Print:** Parents are asked to list any allergies or possible illness for which medicine or treatment may be needed during the term of office.

Allergies: \_\_\_\_\_

Type of medicine carried: \_\_\_\_\_

Currently being treated for: \_\_\_\_\_

Name and address of family physician: \_\_\_\_\_

Physician's phone: \_\_\_\_\_

Name of person to contact in case of illness: \_\_\_\_\_

Contact person's phone: \_\_\_\_\_

Blue Cross/Blue Shield number: \_\_\_\_\_

Other insurance name and number: \_\_\_\_\_

Secondary insurance name and number: \_\_\_\_\_



**EMERGENCY MEDICAL TREATMENT  
(PARENT CONSENT FORM)**

I, \_\_\_\_\_  
(Parent/Guardian's Name) (Relationship)

of \_\_\_\_\_  
(Name of TSA Participant) (Age)

Home Address: \_\_\_\_\_

\_\_\_\_\_

(Area code and home telephone number) \_\_\_\_\_

(Area code and work telephone number) \_\_\_\_\_

(Area code and mobile telephone number) \_\_\_\_\_

I hereby authorize in advance the advisor/TSA representative to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

I also do hereby on behalf of him/her absolve and release the school officials, the TSA chapter advisors and the assigned TSA state staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from, or during the TSA sponsored activity.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**DELAWARE  
DEPARTMENT OF EDUCATION**

Parental Authorization

I hereby grant the Delaware Department of Education permission to use

\_\_\_\_\_’s (insert student name) photo for publications. I hereby *release and indemnify the Delaware Department of Education from and against any claims or causes of action that I or my child may have against the Department of Education, invasion of my child’s right of privacy, or any other manner in any way connected with the use or publication of the photographs taken by the Department of Education.*

\_\_\_\_\_  
Parent/Guardian’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian’s printed name

\_\_\_\_\_  
Relationship to above

\_\_\_\_\_  
If in high school, signature of student.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s printed name

## Meet the TSA State Officer Candidate



### Essay Question (One Page)

**Instructions:** In order to be considered as a candidate for State Office, the screening committee would like to learn your personal statement for why you would like to be considered as a candidate. This is your opportunity to tell us about yourself — your hopes, ambitions, life experiences, and inspirations.

We encourage you to take your time on this assignment. *Please note that the text and photo that you provide may be used (in full or in part) on the DETSA website as part of a “Meet the TSA State Officer Candidates” feature that is planned. This feature might run on the website should you complete a successful interview and you agree to be placed on the ballot as a candidate for the upcoming election.*



The essay should be no more than 1 page, 12 pt type, single spaced. Include a quality photo of yourself (such as the sample illustration). The photo should be a jpg, 300 dpi, 4” x 6” from the chest up. Preferably on a light background (examples white, grey, cream). Please email this digital photo to Mr. Mike Fitzgerald at [mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us). The minimum dress code for the photo is a button-up shirt with tie and a turned down collar.

Within your response be sure to include the following information:

- Explain what office you would like to serve and why you want to be a State Officer.
- Explain any previous experience you have in service (such as volunteering, participation in organizations and or student activities) and what you have gained from your involvement
- Explain a personal quality, ability, talent, trait, accomplishment, contribution or experience that is important to you and how it may benefit the members of TSA.

**Note:** *You may use this essay as the basis for creating your campaign speech during the Voting Delegates session should you be approved as a candidate for the upcoming election.*



## TSA State Officer Candidate - Sample Interview Questions

**Instructions:** The questions below are potential questions for which the interview committee may choose to select. As a candidate you are welcome to review these potential questions in preparation for your interview. The interview committee will not ask all of these questions; however, they will use this as a guide during your interview.

1. Tell us about yourself. Your hopes, ambitions, life experiences, and inspirations.
2. Describe to us what it means to be responsible with examples of how you manage those things that you are responsible for in your life.
3. What motivated you to apply to run for a State Office?
4. Which courses do you enjoy the most? The least? Why?
5. What do you consider to be your greatest strengths?
6. If you could change one thing about yourself, what would it be?
7. Describe a time you failed at something and how you handled it?
8. What three keywords would your peers use to describe you, and why?
9. Tell us about an important goal that you set in the past. Were you successful? Why?
10. Tell us about a situation where you had to speak up (be assertive) in order to put across a point that was important to you.
11. Describe a time when you were faced with problems or stress that tested your coping skills. What did you do?
12. If you were voting for a candidate for this position, what successful characteristics would you look for in a candidate?
13. Describe three key skills or qualities you would bring to this position.
14. How would classmates and teachers describe you and your work?
15. Describe a challenge you faced and how you handled it.
16. Tell us about a time you worked on a team. How did you handle it?
17. Describe an experience involving a deadline. How were you able to finish on time?
18. Describe a time you went above and beyond the call of duty to get a job done.
19. Give us an example of your ability to lead others.
20. Tell us about a time you wish you had done more planning. What did you learn?
21. What are your career goals? How are you preparing yourself to achieve them?
22. What characteristics do you possess that will make you successful as an officer?
23. In what ways might becoming a TSA state officer benefit you and/or your future?
24. What are your plans for next school year? Any sports, clubs, organizations, etc.
25. If elected as a state officer, how would this rank in comparison to any other activities, sports, or clubs in which you might also be committed to?





## TSA State Officer Candidate – Campaign Guidelines

**Campaign Materials** – Should you want to have campaign materials, all campaign materials (buttons, pins, pencils, pamphlets, etc.) must be pre-approved by your chapter advisor prior to purchase or any distribution. Candidates are responsible for the cost of any materials. Additionally, all materials must conform to standards that are professional and appropriate for distribution to students. If there are any questions about the professionalism or appropriateness of any campaign materials, contact the State Advisor for approval.

Candidates are responsible for ensuring that handout materials do not cause litter or safety problems. No posters, banners, etc., may be adhered to the walls of the conference site. Campaign materials may not be distributed during any general sessions or competitions. No water bottles, candy, mints, gum, or any edible items will be allowed. No raffle tickets are allowed. No tattoos may be distributed. No helium or other types of balloons are allowed. Students are financially responsible for any campaign materials shipped to the conference. *Failure to observe this policy could result in the candidate's removal.*

**Campaigning Prior to Conference** - No campaigning may occur until the conference. This includes any campaigning or announcing your candidacy on the Internet. DETSA will may create a “Meet the TSA State Officer Candidate” web page for all members to review. The candidate may not comment, campaign or direct members to this website. *Failure to observe this policy could result in the candidate's removal.*

**Campaigning at the Conference** - Throughout the conference, candidates will be able to greet attendees and may also be available following sessions or events to greet attendees. Campaign materials may be distributed at these times as long as that they do not interfere with any events or sessions. If you are asked to refrain from campaigning or asked to move the discussion to another location (so as to not interfere with an event by an adult) you must do so. *Failure to observe this policy could result in the candidate's removal.*

**Campaign Booth** – Campaign booths are only allowed in the **location designated by the conference staff**. Each candidate may use a picnic table to serve as your campaign booth or they may bring a small folding table. The candidate may place a tabletop display (no larger than 15 inches deep, 3 feet wide and 4 feet high) on the table top and hand out campaign materials from this table (weather permitting). No signs or banners may be hung from the front of the table. Candidates may incorporate a laptop as part of their campaign booth; however, no sound will be allowed and the laptop must run on battery. There will be no electricity provided. Only one person (you or a representative) will be allowed to “staff” your campaign booth at any time. All campaign booths and materials must be cleaned up and put away prior to the beginning of lunch or as directed by conference staff.

**All campaign booths must be approved by your Chapter Advisor and by the manager of the Voting Delegates prior to the conference.** *Failure to observe this policy could result in the candidate's removal.*

**Campaign Speeches** – It is suggested that each candidate arrive at the Voting Delegates session no more than 10 minutes early in order to greet the delegates from each chapter as they arrive. At the Voting Delegates session of the conference, each candidate will be given the opportunity to come to the podium to state their name, the office they are seeking and to share their campaign speech. Candidates are allowed a specific amount of time (2 ½ minutes) for campaign speeches at the Voting Delegates session. At the discretion of the TSA event staff, a candidate may be asked to end their speech early should they deem any part of the speech to be inappropriate or if the speech is longer than the allotted time. No one, other than you, may participate in your campaign speech in any way. No props are allowed. **All campaign speeches must be approved by your Chapter Advisor prior to the conference.** All speeches must be positive in language as well as not be deemed derogatory to any fellow members, candidates, adults, or TSA staff. *Failure to observe this policy could result in the candidate's removal.*

Send your complete application packet (in PDF file format) to:

[mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us)