



MEMORANDUM

TO: Delaware Technology Student Association (DE TSA) Advisors
FROM: Mike Fitzgerald, DE TSA State Advisor
DATE: August 2019
SUBJECT: Delaware TSA State Conference Registration Packet

The **State Leadership Conference (SLC)** is planned to be held on **April 1 & 2, 2020**. Registration will be from 8:00-8:30 a.m. on both days. Events are planned to start at 8:30 a.m. Awards will be presented to students at the end of each conference day. Please arrive 15 minutes prior to the published start time in order to check in and prepare your students for their event(s).

Enclosed you will also find details regarding the planned events that will take place off-site prior to our conference. Off-site events and a group of static events will be due on Saturday March 9, 2019 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 most state events. Please be aware that anyone who arrives in unacceptable attire may be disqualified from events. Remind all students, parents and staff that the TSA code of conduct will apply. As a requirement of state CTSO 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 national chapter affiliation page. You may download the "2020 Delaware Only" events from <http://detsa.org>.

Registration will be \$40 per participant. Final registration and payment are due on February 8, 2020. Once you have completed registration you will receive an invoice by email for the entire amount. Payment is to be made to <https://www.velocitypayment.com/client/delaware/education/index.htm>

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.*