Welcome to the Technology Student Association (TSA). We hope this CD publication will be a useful reference for you as you lead your TSA members through the school year.

This publication is in Adobe® PDF format. Use the CD bookmarks to access the major sections. Double-click on each major section to see the individual subtopics for that section. A single click on any of the subtopics will take you to the indicated information.
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SECTION I: INTRODUCTION TO TSA

Information about TSA's history, governance, and accomplishments.
The Technology Student Association (TSA) is a national, nonprofit organization of middle and high school students who have a strong interest in technology. TSA was chartered in 1978 and since then more than 2,000,000 students have participated in its programs. Members learn through exciting competitive events, leadership opportunities, and community service. Information is available at www.tsaweb.org.

MISSION

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics (STEM) concepts through co-curricular activities, competitive events, and related programs.

MEMBERSHIP

150,000 middle and high school students  2,500 teachers and advisors
45% female representation  35% minority representation
75% college-bound  2,000 schools in 48 state delegations

RECENT INITIATIVES

STEM Integration—TSA competitions align with national standards for science, technology, engineering, and mathematics (STEM). Correlations for each contest are noted in TSA’s competitive events guides.

Leadership Skills Integration—There are 10 core leadership skills found in TSA competitions. These skills are communication, creative thinking, critical thinking, decision making, ethics, evaluation, organization, problem solving, self esteem, and teamwork. Correlations for leadership skills in each contest are noted in TSA’s competitive event guidelines. A grant from the Edison Foundation supported a leadership academy at the 2010 national TSA conference.

Engineering Alliance—Offers a series of classroom-level competitions and leadership development activities designed specifically for Project Lead The Way (PLTW)-affiliated middle and high school pre-engineering instructional programs. Existing contests include electronic gaming, solving a design problem with STEM applications, CAD design, and building an engineering model. Leadership activities feature teamwork, communication, and time management. Engineering Alliance is a partnership program of PLTW, TSA, and SkillsUSA.

The TSA VEX Robotics Competition—An engaging platform through which students are exposed to the latest in robotics education, and concurrently, to opportunities that will further their knowledge in science, technology, engineering, and mathematics (STEM) areas. This robotics contest may be held on the local, state, and national levels of TSA. The TSA VEX Robotics Competition is made possible through support from VEX Robotics, Inc.
The F1 in Schools Challenge—An exciting, hands-on team competition that featured a five step process of designing, analyzing, manufacturing, testing, and racing a 1/20th scale formula one (F1) car. Based on technology standards, the challenge promoted engineering among young people and gave them access to the latest technology in the engineering and manufacturing world.

The National Science Foundation approved a $200,000 grant for TSA to host a two-day symposium for STEM (science, technology, engineering, and mathematics) stakeholders and robotics education experts. The purpose of the symposium was for the attendees to develop a robotics assessment rubric that could be incorporated into competitive event activities and instruction in the classroom.

RECOGNITIONS

U.S. Department of Education
State departments of education
Local education agencies
National Association of Secondary School Principals (NASSP)
National Science Foundation (NSF)
International Technology & Engineering Educators Association (ITEEA)
Association for Career and Technical Education (ACTE)
Career and Technical Student Organizations (CTSO)
Triangle Coalition for Science and Technology Education
STEM Education Coalition

TSA is a nonpartisan, nonsectarian 501(c)(3) national association of technology students.
TSA’S HISTORY

Student organizations have been in existence for over sixty years, but it was not until the 1950’s that the idea of student clubs began to really catch on within industrial arts (now technology education). (The term club was originally used; the term chapter is the present-day term used for the local school organization.)

One of the first indications of an interest in industrial arts clubs was in 1957 when Dr. Rex Miller, at the State University College in Buffalo, New York, wrote an article about his club experience while teaching high school in Iowa. After his article was published in School Shop magazine, Dr. Miller received over three hundred requests from twenty-seven states for additional information and copies of his club’s constitution.

During the 1959-60 school year, Dr. Miller served on an industrial arts clubs committee for the American Industrial Arts Association (AIAA). In a committee report to the association, he asked for AIAA’s financial backing to help make an industrial arts student organization a going concern and a way of extending the influence of industrial arts across the nation. Financially, AIAA was not in a position to support Dr. Miller’s proposal, and the proposal was turned down and referred to another committee for additional recommendations. This committee never reported.

In 1963, Dr. Walter C. Brown, then President of AIAA asked Dr. Miller to serve on a new committee and compile a handbook that would give information and ideas to teachers interested in the club movement. During this time (1957 to 1963), Dr. Miller received letters from interested people all over the nation, asking for information on forming an industrial arts club.

This committee, consisting of Dr. Miller from New York, Dr. W.A. Mayfield from Texas, Mr. Raymond S. Ginn from Georgia, and Mr. L.H. Bengtson from Oklahoma, met with the AIAA Executive Committee in July 1964 in Tulsa, Oklahoma. Following a report and proposal by this committee, a sum of $2000 was committed by AIAA to publish a handbook, certificates, membership cards, charters, and other information to get the club movement started on a national scale.

The American Industrial Arts Student Association was officially organized as a sponsored program of AIAA at the 27th AIAA convention in Tulsa, Oklahoma, March 1965. The first AIASA national officers were elected at this convention and Dr. Miller agreed to head this new national movement.

During the 1965-66 school year, Miss Wilma Schlup was employed by AIAA to serve AIASA as the first national student club coordinator. In 1967-68 the college clubs known as the Industrial Arts College Clubs (IACC) and the high school clubs known as the American Industrial Arts Student Association (AIASA) were officially established. Dr. Miller became the head of IACC and Dr. W.A. Mayfield became the chairperson of AIASA. Also, in October 1967, AIAA published the first issue of the AIASA SCENE, a newspaper that was distributed to the AIASA and IACC membership.

Dr. Mayfield held the responsibility and title of the AIASA national student club chairman until Mr. Andrew Gasperecz, from the Louisiana State Department of Education, was appointed during the 1970-71 AIASA national conference in Miami. Along with the appointment of Mr. Gasperecz came a title change from “chairman” to “executive secretary,” the result of Miss Schlup’s resignation as
the AIAA national student club coordinator in February 1969. Mr. Gasperecz was followed by Mr. Bill Elrod, from Madison High School in Madison, Kansas, who was appointed in 1974 and who worked with AIAA through Mr. James D. Dixon, AIAA coordinator of Professional Services. After Mr. Dixon’s resignation in the early part of the 1976 school year, Ronald W. Applegate was employed by AIAA to serve as the AIAA director of student organizations and conference coordinator. The official name of the quarterly publication became the *School Scene*.

Incorporation was set as a priority for the 1976-77 year. Early in 1977 AIASA presented an incorporation proposal to AIAA. The AIAA executive board, house of delegates, and high school clubs committee approved incorporation in April of 1977. The Articles of Incorporation and Bylaws were approved and adopted in August, making AIASA, Incorporated the governing body of 8,000 student members. The first Board of Directors’ meeting for AIASA, Inc. was held in February of 1978. Seventeen states chartered with AIASA, Inc. in February 1978 and the United States Office of Education gave official recognition to AIASA as an industrial arts student organization.

The board of directors met in Memphis, Tennessee in June of 1978. At that meeting an official dress was established, a conference registration fee was set, a competitive events format was established, an administrative committee of the board of directors was formed, and dues were increased.

September 14, 1978 was the official inauguration date of AIASA, Inc. in the District of Columbia. Mr. Ronald W. Applegate was employed in November as the first full-time executive director of AIASA, Inc. April of 1979 marked the beginning of a special awards recognition program and the Council of AIASA Business and Industry Leaders (CABIL). The National Association of Secondary School Principals approved the AIASA national conference activity. AIASA became a member of the National Coordinating Council for Vocational Student Organizations (NCCVSO) in June of 1979. Also in June, the first independent national conference for AIASA was held in Memphis, Tennessee, where eight additional state associations received national charters.

The 1979-80 school year began with a fully established and recognized national industrial arts student organization. The year was highlighted by federal tax-exempt status, a student handbook, a long range plan, and a membership of 17,386.

There were additional highlights for AIASA, Inc. in 1981-82. The national office relocated to Reston, Virginia, and materials for promotion and the operation of local chapters were made available for purchase from this office. The materials included the *Competitive Event Guidelines Handbook*, a national promotion poster, the *AIASA Guide for Industrial Arts Programs*, and a slide/tape presentation entitled *AIASA--A Classroom Experience*. AIASA membership reached 25,000.

In June 1986, the New York Association of AIASA changed its name to the Technology Education Student Association of New York State. During the fall of 1986 *School Scene*, the official newsletter of national AIASA, started carrying articles about the name change issue. The winter issue of the *School Scene* escalated the dialogue about a name change to an open discussion with the membership, with some of the pros and cons being identified and discussed.

The name change issue surfaced at the national AIASA conference in Baton Rouge. After several new names had been proposed by various state delegations, a single name was selected to be voted upon. This name change proposal was rejected by the student delegates. Following the
failure of the proposal, a motion was passed to set up a committee to research and select a name that would be voted upon at the 1988 national AIASA conference in Downingtown, Pennsylvania.

The tenth anniversary of AIASA became a celebration of a new era at the annual AIASA conference on June 22, 1988, when the student delegates voted unanimously to change the name of the association to the Technology Student Association (TSA). Four state associations had submitted proposals for the required constitutional change that was needed to rename the association. Immediately following the student delegate meeting, the AIASA Board of Directors met and approved the amendment to the national constitution. The legal changes in the name of AIASA, Incorporated were initiated during the fall of 1988.

In August 1988, the TSA Board of Directors developed a five-year plan to move TSA forward into the next decade. Following the development of the five-year plan, TSA launched an elementary program, in 1993, that integrates technology education into K-6 curriculum in schools nationwide. Then, in June 1994, a long term plan was revised and new goals set for the future.

In spring 2007, TSA, Inc. adopted a new mission statement and a strategic plan. The plan includes goals and objectives that will be implemented over the next three years.

As of July 2007, TSA had over 150,000 student members in 2,000 chapters spanning 48 states.

MILESTONES IN TSA’S HISTORY

1978  First Board of Directors of AIASA, Inc. elected in February. The U.S.Office of Education recognized AIASA as the official vocational student organization for industrial arts students. AIASA, Inc. is created, beginning financial independence from AIAA.

1979  AIASA holds the first national conference separate from AIAA.

1981  National Standards for Industrial Arts Programs includes 11 specific standards related to the student organization.

1985  Revised Competitive Events Handbook with 5-Year Planning Matrix is published.

1988  On June 22nd, students vote to change the name of AIASA to Technology Student Association (TSA). A name change trade mark application is placed on file with the United States Patent and Trademark Office. TSA’s first president is Curtis Sheets of Virginia.

1989  The official TSA logo is designed by TSA chapter advisor Steve Price of Georgia.

1990  The TSA logo receives a registered trade mark by the United States Patent and Trademark Office.

1991  A membership recruitment program is created, “Shoot for the Stars.” In the mid nineties it evolves into the Star Recognition Program (White, Red and Blue Star Chapters).

1992  The TSA elementary program, TechnoKids, is created. Later, it is renamed The Great Technology Adventure.

1993  Tonya Vandergriff becomes the first female president of TSA.
1994 For the first time, National TSA has over 100,000 members. The first ever National TSA Day is held on April 24th.

1995 In a partnership between TSA and the National Association of Secondary School Principals, the American Technology Honor Society is formed.

1996 TSA’s competitive events program is divided between the middle school and high school levels, with each having its own competition guidelines.

1997 TSA’s national conference is held in Washington, DC. It is the first conference with over 3500 participants.

1998 TSA’s annual leadership conference is held in two locations, Denver, CO and Baltimore, MD.

1999 Under the direction of TSA president James Coleman, Jr. the TSA Constitution and Bylaws are revised and combined. The TSA membership approves a new comprehensive governing document and raises the membership dues to $7.

2001 TSA officially becomes the Technology Student Association and receives trademark status from the United States Patent and Trademark Office.


2003 TSA celebrates its 25th anniversary. The 25th Anniversary Fund is created to provide membership scholarships to under-served communities. National TSA Day is extended to National TSA Week.

2004 In collaboration with F1 in Schools, Inc., TSA launches the Jaguar F1 in Team Schools CAD/ CAM Design Challenge. TSA begins a three year partnership with the American Cancer Society for its national service project.

2005 TSA offers Leadership Academy sessions, sponsored by DuPont, for middle school and high school level students at the national TSA conference in Chicago.

2006 Through a grant from the National Science Foundation, TSA hosts the 2006 Robotics Education Symposium at Georgetown University in Washington, DC.

2007 In spring 2007, TSA, Inc. adopts a new mission statement and a strategic plan. The plan includes goals and objectives that will be implemented over the next three years.

2008 Redesigned website launched. Established partnership with Saywire online community.

2009 Engineering Alliance partnership formed between Project Lead the Way, TSA, and SkillsUSA.

2010 TSA VEX Robotics Competition created.

2011 Introduction of TSA’s royal blue shirt/blouse as a part of official attire.
**TSA’S MISSION AND MOTTO**

**THE TECHNOLOGY STUDENT ASSOCIATION’S MISSION**

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics (STEM) concepts through co-curricular activities, competitive events and related programs.

**THE TECHNOLOGY STUDENT ASSOCIATION’S MOTTO**

Learning to live in a technical world.
TSA’S CREED

- I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.

- Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.

- I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

- I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability.

- I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.
ARTICLE I. NAME

The official name of this organization shall be the Technology Student Association and may be referred to as “TSA.”

ARTICLE II. PURPOSE

SECTION 1

The broad purposes of this organization are to:

- assist state delegations in the growth and development of TSA.
- assist state delegations in the development and leadership in social, economic, educational and community activities.
- increase the knowledge and understanding of our technological world.
- assist technology education students in the making of informed and meaningful career goals.

SECTION 2

The specific purposes of this organization are to:

- develop, through individual and team work, the ability of members to plan, organize, and use a variety of resources to solve problems.
- explore technology and develop an understanding of technological literacy.
- promote high standards of learning through curricular resource activities.
- encourage students in expressing creativity.
- develop consumer awareness.
- provide career opportunity information pertaining to a broad range of occupations, including training requisites, working conditions, salaries or wages, and other relevant information.
• provide exploratory experiences in classrooms and laboratories, and develop partnerships in business or industry to acquaint students with career opportunities.
• assist in providing guidance and counseling for students enrolled in technology education programs in making informed and meaningful career choices.
• expose students to the responsibility of representing a large membership.
• instill desirable work habits and attitudes toward the positive way of life in students and foster a deep respect for the dignity of work.
• prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.

ARTICLE III. MEMBERSHIP & ORGANIZATION

SECTION 1
The Technology Student Association is an organization of state delegations each operating in accordance with a charter granted by TSA, Inc.

SECTION 2
Each chartered delegation of TSA, Inc., will be responsible for all operational activities within that state or geographic unit under the direction of the State Supervisor of Technology Education or an appointed representative.

SECTION 3
• Membership in TSA shall be through chartered state delegations. A delegation will consist of TSA chapters within a state, territory, or equivalent geographic unit. Each chapter will consist of individual members as described below:
• Active. Active members shall be students who are presently enrolled in or have been previously enrolled in technology education programs. An active member shall pay dues as established by the TSA, Inc., Board of Directors, and may be declared eligible to hold a national office, to participate in national competitive events or projects, to serve as a national voting delegate, or to otherwise represent their delegations in National TSA affairs as may be approved by their delegations.
• Associate. Associate members shall be students who are enrolled in related fields of instruction with emphasis in technology education or who have been previously enrolled in technology education programs. An associate member shall pay dues as established by the TSA, Inc., Board of Directors. Associate members shall not vote or hold office.
• Alumni. Alumni members shall consist of those individuals who have completed an industrial arts/technology education program (have been former active or associate TSA members) and who have graduated from or left school. Alumni members shall pay dues as established by the TSA, Inc., Board of Directors. Alumni members shall not vote or hold office.
• Professional. Professional members are those individuals engaged in education, business, and industry who have interest in TSA and in the welfare of technology
education. Professional members shall pay dues as established by the TSA, Inc., Board of Directors. Professional members shall not vote or hold office.

- Honorary/Honorary Life. Honorary/Honorary Life members may be individuals who have made or are making contributions to the advancement of technology education as may be approved by the TSA Executive Committee and shall be exempt from annual dues.

**SECTION 4**

A state delegation may be chartered as a member of TSA, Inc., upon approval by the Board of Directors of TSA, Inc.

**SECTION 5**

A state delegation shall use its full state name before the acronym TSA when identifying itself as a chartered state delegation of TSA, Inc.

**SECTION 6**

Annual membership dues shall be determined by the TSA, Inc., Board of Directors, National TSA Officers, and the state delegations. Those members who have not paid the current dues prior to the National TSA Conference shall be automatically dropped from active membership in TSA.

**SECTION 7**

The membership year shall be August 1 to July 31.

**SECTION 8**

The fiscal year shall be September 1 to August 31.

**ARTICLE IV. EXECUTIVE COMMITTEE**

**SECTION 1**

The National TSA officers shall consist of a president, vice-president, secretary, treasurer, sergeant-at-arms, and reporter. No individual may serve more than one term as a national officer in the same office. These officers and the National TSA advisor(s) will be known collectively as the Executive Committee of TSA.

**SECTION 2**

- **President:** It shall be the duty of the president of TSA to preside at all meetings; to make necessary committee appointments including the designation of a committee chairperson; to develop with the Executive Committee a program of work for the term of office; and to be available, as necessary, in promoting the general welfare of TSA.

- **Vice-President:** It shall be the duty of the vice-president to serve in any capacity as directed by the president; to accept the responsibility of the president as occasion may demand; to serve as chairperson of the TSA Council of State Presidents; and to be
available, as necessary, in promoting the general welfare of TSA.

- **Secretary:** It shall be the duty of the secretary to serve in any capacity as directed by the president; to record proceedings of all meetings; and to be available, as necessary, in promoting the general welfare of TSA.

- **Treasurer:** It shall be the duty of the treasurer to serve in any capacity as directed by the president; to keep records and membership reports; and to be available, as necessary, promoting the general welfare of TSA.

- **Sergeant-at-Arms:** It shall be the duty of the sergeant-at-arms to serve in any capacity as directed by the president; to assist in the preparation and control of the meeting place, in the event that a parliamentarian is not appointed by the president; to assist in conducting all meetings according to parliamentary procedure as set forth by the current edition of Robert’s Rules of Order, Newly Revised; and to be available, as necessary, in promoting the general welfare of TSA.

- **Reporter:** It shall be the duty of the reporter to serve in any capacity as directed by the president; to accumulate and keep up-to-date information on the history of the association; to prepare articles for TSA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning news items for publication; and to be available, as necessary, in promoting the general welfare of TSA.

**SECTION 3**

**QUALIFICATIONS FOR NATIONAL OFFICE**

- Only an active member of TSA will be eligible to run for a national office. Students must have at least one year of high school eligibility remaining to run for national office. A student elected as a national officer at the annual meeting may not hold a state or local TSA office concurrently with the term as national officer.

- A student must be a member of TSA for at least one year before seeking a national office. A TSA member must have completed the eighth grade to be qualified for a national office. A TSA member must have served as an officer of the individual’s state association to be qualified as a national officer candidate. No more than three TSA members from the same state delegation may run for a national office in the same year.

**SECTION 4**

**NOMINATIONS**

- The National TSA president shall appoint a credentials committee consisting of a national advisor; a national officer not seeking re-election; a state president who, while serving on this committee, has no national officers or national officer candidates from the individual’s state; a past national officer; and the executive director of TSA. This committee shall review all national officer candidates and their qualifications and will submit to the voting delegates a slate of all candidates declared eligible for each national office. There will be no additional nominations from the floor.
SECTION 5

ELECTIONS

- National officers shall be elected by a majority vote of the voting delegates at the annual business meeting.
- Election of officers shall be by ballot vote.
- If there are more than two candidates for an office and a majority is not reached on the first ballot, the candidate receiving the lowest number of votes shall be dropped, and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.

SECTION 6

The TSA Executive Committee may fill by appointment any vacancy occurring among the national officers for the unexpired term except the office of president, which shall be filled by the vice-president.

SECTION 7

National officers’ terms will begin at the close of the national conference at which they are elected, and they will serve until the close of the following national conference.

SECTION 8

Failure to fulfill the obligations of a national office without legitimate cause will result in the removal from office by the TSA, Inc., Board of Directors.

SECTION 9

If no one applies for a particular office by the official deadline date for national officer candidate applications, there shall be a special election called after the general election takes place at the annual business meeting.

SECTION 10

- Those National Officer Candidates not elected to a National Office at the annual business meeting shall be the only members to be able to participate in the special election, however they are not required to.
- The special election shall be conducted after the winners of the general election have been announced.
- The participants of the special election may not campaign prior to the special election.
- The special election shall not have any runoffs. The winner of the special election shall be the person with a plurality of the vote and will be announced immediately following the tabulation of the votes.
ARTICLE V. MEETINGS

SECTION 1
A National TSA Conference will be held each year with the time, date, and place designated by the TSA, Inc., Board of Directors.

SECTION 2
Each chartered delegation will be entitled to one vote for each state officer in attendance (maximum of six (6)) plus two additional votes for each chapter in that state delegation which has student members in attendance at the conference.

SECTION 3
A majority of the registered voting delegates for the national conference shall constitute a quorum.

ARTICLE VI. EXECUTIVE COMMITTEE

SECTION 1
The TSA Executive Committee shall consist of the National TSA officers and the national TSA Advisor(s).

SECTION 2
Meetings can be requested by the president and must be approved by the TSA advisor(s) and the TSA, Inc. executive director.

SECTION 3
A majority of the members shall constitute a quorum.

SECTION 4
The TSA Executive Committee shall appoint standing and special committees as deemed necessary.

ARTICLE VII. THE LOCAL TSA ADVISOR
It is recommended that a technology education teacher serve as a chapter TSA advisor; however, in cases where there is no such interested teacher, a state certified educator may be appointed by the school’s principal. The appointed advisor would have all the rights and privileges of a regular advisor as long as that chapter is in good standing.
ARTICLE VIII. BOARD OF DIRECTORS

SECTION 1
The TSA, Inc., Board of Directors is the policy making body for the administration of TSA activities and programs.

SECTION 2
The TSA, Inc., Board of Directors will manage TSA’s finances and will furnish an annual report to each chartered delegation.

ARTICLE IX. COUNCIL OF STATE PRESIDENTS
The TSA Council of State Presidents shall be a non-voting body of TSA consisting of state presidents from each of the chartered state delegations. The TSA Council of State Presidents shall be chaired by the National TSA Vice-President. It shall be the duty of the TSA Council of State Presidents to promote the general welfare of the TSA through representative interaction between state TSA delegations.

ARTICLE X. PARLIAMENTARY AUTHORITY
The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern TSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE XI. EMBLEM AND COLORS

SECTION 1
The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about 1/3 the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion of the emblem is a blank, red, rectangular shape, the same size as the bottom area. This portion is intentionally left blank so that each state can put its own name on the emblem if desired.

SECTION 2
The colors of TSA shall be scarlet (red), white, and blue (navy). Scarlet (red) represents the strength and determination of the technology education students and teachers to obtain their goal. White represents high standards, morals, and religious beliefs. Blue (navy) represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technological world.
ARTICLE XII. MOTTO AND CREED

SECTION 1
The motto of the Technology Student Association will be:

“Learning to live in a technical world.”

SECTION 2
The creed of the Technology Student Association will be:

- I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.
- Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.
- I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.
- I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability.
- I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.

ARTICLE XIII. AMENDMENTS

- To amend these bylaws, the proposed amendment(s) must be submitted in writing by the chartered delegation to the President of TSA, Inc. at least ninety (90) days prior to the annual meeting.
- A Bylaws Committee of the Board of Directors of TSA, Inc. will review all proposed amendments. All approved amendments will be submitted to the chartered delegations and the National TSA officers by the president (chairman) of the Board of Directors of TSA, Inc. at least thirty (30) days prior to the annual meeting.
- The proposed amendment must be approved by two-thirds of the voting delegates present and voting at the annual meeting.
- Each chartered delegation will be entitled to one vote for each state officer in attendance (maximum of six (6)) plus two additional votes for each chapter in that state delegation which has student members in attendance at the conference.
- The president (chairman) of the Board of Directors of TSA, Inc. will be responsible for notifying in writing the chartered delegations of adopted amendments within sixty (60) days of the annual meeting.
- Amendments will become effective in sixty (60) days unless a different time period is stipulated in the amendment.
- Any changes to TSA’s bylaws will be reflected in the bylaws posted at www.tsaweb.org
The Technology Student Association (TSA) is a 150,000-member national, non-profit association comprised of middle and high school students who are enrolled in, or have completed, technology education programs of study. Its 2000 chapters span forty-eight states and the District of Columbia. In addition to its student members, TSA includes educators, parents, and business leaders who believe in the need for a technologically literate society and work to that end. The national TSA office, based in Reston, Virginia, provides membership services to TSA student members, chapters, and state associations. TSA benefits from its twelve member governing board, the TSA, Inc. Board of Directors.
ORGANIZATION AND PURPOSE

The America Industrial Arts Student Association, Inc., was formally established in December 1977, when AIASA’s proposed articles of incorporation were submitted for record by AIASA’s attorney in the District of Columbia. Prior to that date a sufficient number of persons had agreed upon specific principles for forming the association, the manner in which it was to be structured and managed, its basic purposes, its name, and its nature. The American Industrial Arts Student Association (AIASA) is officially on record with the Recorder of Deeds in the District of Columbia as being incorporated on September 14, 1978.

In June 1988 at the national conference in Downingtown, Pennsylvania, AIASA student delegates voted by majority to change the association’s name to Technology Student Association (TSA). The sponsor organization (TSA, Inc.) is designed to bring together from each of the states and territories those persons interested in technology education, and to function as a nonprofit organization under Section 501(c)3 of the Internal Revenue Code. Consequently, funds contributed to TSA, Inc. are not subject to income tax, and contributors may deduct the amount they give in computing their income tax.

The primary purpose of TSA, Inc. is to serve as the sponsoring agent for the nonincorporated student organization bearing the name Technology Student Association.

RELATIONSHIP TO TSA

The corporation known as TSA, Inc. is the basis for all TSA operations and for any identity referred to as TSA.

TSA, Inc. is the legal sponsoring agency of TSA. Therefore, all other interests involving the TSA name are subservient to TSA, Inc.

TSA, Inc. has given its board of directors the responsibility and the authority “to direct and manage all corporate affairs.” Since one of the affairs of the corporation is its student group, the board of directors has the power to direct, to mandate, to oversee, even to overrule if necessary, any practice, rule, or operation that the board may feel to be in conflict with the well-being of, or the best interests of, the total interests of the corporation.

A line of authority thus can be traced from the corporation, through the board of directors to the student group of TSA, with the articles of incorporation being the supreme governing document and the highest authority of the organization.

COMPOSITION OF THE BOARD OF DIRECTORS

The TSA, Inc. board of directors manages the affairs and sets policy of this corporation. There are twelve members, eleven with full voting rights and one non-voting member. Six members of this board are elected by and from the TSA, Inc. corporate membership (those persons who are officially designated by the state departments of education to serve as state supervisors of technology education or an appointed representative of each state, territory or geographic unit chartered by TSA, Inc.); two are elected annually for three-year terms. As replacements become necessary, two of the six corporate members are elected to three-year terms on the TSA, Inc. board of directors at the corporation’s annual meeting. Three members are classroom teachers, one representing
the TSA advisors at the high school level, one representing the TSA advisors at the middle school level, and one representing the elementary level. Each is elected to a three-year term through a written ballot election process, and each is elected every third year. One member is a national TSA student officer, elected annually for a one-year term by the most recently elected national TSA officers. One is a teacher education representative nominated by corporate members and elected for a three-year term by the board of directors. One is the executive director of TSA, Inc., serving the Technology Student Association. The executive director is appointed by the TSA, Inc. board of directors and serves as an ex-officio non-voting member of the TSA, Inc. board of directors. The executive director serves under contract as the salaried administrative representative of the corporation.

Annually the TSA, Inc. board of directors elects the officers of the corporation. A president and a president-elect each serve a one-year term in their respective officer positions. A secretary/treasurer is elected who serves a two-year term within his or her elected three-year term. The president, president-elect, secretary/treasurer, immediate past-president and the executive director of TSA, Inc. comprise the TSA, Inc. executive committee. The executive director is a non-voting member of this committee.

ROLE AND AUTHORITY OF THE TSA, INC. BOARD OF DIRECTORS

The board is similar to the congress of the United States in that it legislates policy and holds the administrative officer (executive director) responsible for carrying out these policies. TSA, Inc. makes judgments by changing the laws (articles and bylaws) and by electing new members to the board annually.

TSA, Inc. exists solely to serve as the sponsoring agent for the student group known as TSA. In this role it has established organizational procedures and management practices to carry out its mission and has delegated the managing responsibility to the board of directors. Until or unless the purposes of the corporation are changed, or the specific direction to the board of directors by the articles of incorporation is changed, the board of directors is the final ruling authority on all matters involving TSA management, the national office of TSA, the student organization TSA, matters between or among its chartered members (state or territorial units), use of the TSA name and emblem, as well as the day-to-day operations of the corporation. The board of directors derives its authority directly from the articles of incorporation and bylaws. Thus, it has the power to change or overrule any item not considered in the best interests of the total corporation.

NATIONAL TSA

National TSA is an organization made up of affiliated state delegations. Although the primary activities at the national level assist in the growth and development of state delegations, local chapter members select delegates to attend the national conference. These delegates represent members in the election of national officers. This means, in effect, that every member has a say in the affairs of National TSA.

TSA employs an executive director and staff to promote and manage the following activities:

- co-curriculum based programs
- a national conference
Section I: Introduction to TSA

- a competitive events program
- an achievement program
- newsletters, publications, handbooks, and chapter aids
- a national service project
- awards and recognition programs
- a national officer program
- a national supply service
- national fund-raising efforts
- the TSA website (www.tsaweb.org)

STATE DELEGATIONS

Each member is a vital part of the Technology Student Association. In addition to belonging to a local chapter, every TSA member belongs to a state delegation and the national association. (TSA operates under a unified dues policy. This means that all members must pay all applicable dues at the local, state, and national levels.) The ideas, concerns, and needs of every member are expressed at each level through delegates chosen by chapter members.

Chapter delegates attend and represent their chapters at various statewide activities, including the election of state officers who plan and implement an annual program of activities at the state level.

State delegations promote a variety of activities that help technology education teachers and students. These activities may include the following:

- a state conference for students and teachers
- a state officer program
- a newsletter and other publications
- competitive events, awards, and recognition programs
- leadership and inservice workshops and conferences
- regional activities when appropriate

LOCAL CHAPTERS

Students today want a voice in their education and an opportunity for self-expression. TSA offers that opportunity. Through participation in chapter projects (civic, fund raising, social awareness, and career development) and scholastic activities, students are stimulated and motivated to succeed in school and beyond. TSA projects and activities provide personal experiences and learning situations that enhance knowledge, increase skills, and shape attitudes that are essential for student personal growth and development.

Many factors contribute to a strong local chapter of TSA, the most important being team work and interest of the members. Serving as chapter officers and working with established committees
provides all members the opportunity to participate actively in chapter functions. The following chart is designed to show how a TSA chapter is structured to allow for involvement by all members.
MISSION STATEMENT

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

MOTTO

Learning to live in a technical world.

Ensure competitions focus on STEM principles and business, industry, and education standards.

• Evaluate competitive events to ensure appropriate level of relevance and rigor based on current standards.
• Implement recommendations for improvement.
• Provide professional development and resources.

Enhance the student experience to prepare tomorrow’s STEM leaders.

• Produce and implement a leadership program that results in certification.
• Develop a competitive event for TSA’s national service project.
• Provide professional development and resources.

Create and build relationships to support the mission of TSA

• Build a productive relationship with the National TSA Alumni Association.
• Market the university affiliate program and cultivate the post-secondary level.
• Demonstrate the value of TSA to business and industry.
• Explore potential scholarship opportunities.

Market TSA as the premier STEM student organization.

• Identify and utilize cutting edge marketing opportunities to brand TSA’s identity.
• Use stronger communication tools to reach all stakeholders.
• Implement a variety of technology resources to address current and emerging trends.
MEMBERSHIP AFFILIATION POLICIES

(As determined by the TSA, Inc. Board of Directors)

AFFILIATION PROCESS

1. Membership is only processed through the National TSA online affiliation system. Faxed or mailed affiliation forms will be returned with instructions to affiliate online.

2. If a chapter that originally affiliated as a Red CAP adds more than ten members, it automatically becomes a White CAP once the additional fees are paid. Red CAP and White CAP may change to Blue CAP at any time during the year by paying the difference in fees. Blue CAP may add members at any time at no additional cost.

3. A chapter that has paid White CAP fees in excess of the Blue CAP fee may change to Blue CAP status.

4. Any chapter reporting National TSA membership that does not have a state TSA delegation is placed in the chapter-at-large category. All chapters in the chapter-at-large category have rights and privileges of any other National TSA chapter, with the exception of state delegation officer representation.

5. Members of chapters in the chapter-at-large category are considered members in good standing when all applicable chapter and National TSA dues are paid in full.

6. A school may affiliate more than one chapter provided that the chapters represent different levels, i.e., a middle school level and a high school level may physically exist at one school, but not two middle school levels; separate membership affiliations must be submitted to the National TSA office; separate registrations for the national conference must be submitted to National TSA.

7. Any chapter affiliation submitted to National TSA must be personally completed by the chapter advisor (or an appointed officer).

8. Unpaid invoices must be paid in full to National TSA prior to any chapter member participating in a state or national conference.

CHAPTER MANAGEMENT

1. Chapters must have student members to affiliate with TSA.

2. Chapter membership type (Red CAP, White CAP, or Blue CAP) must be the same at both the state and national levels.

3. A student may belong to only one local chapter and to only one state TSA delegation.

4. TSA membership must be affiliated through a local state-registered education district.
Home-schooled students may become members through an agreement with an affiliated chapter.

5. Advisors of TSA chapters must be registered state-certified educators working in existing school facilities. It is recommended that a technology education teacher serve as a TSA chapter advisor. However, in cases where there is no such interested teacher, a state-certified educator may be appointed by the school’s principal. The appointed advisor has the same rights and privileges of any advisor as long as s/he maintains the chapter in good standing.

6. The chapter level (middle school or high school) is designated by the chapter advisor when affiliating each year.

7. Two schools may not combine to form one chapter at the same level or different levels. Each school must have a separate affiliated chapter.

8. A member may only belong to a TSA chapter where he or she attends school, unless the member is home-schooled.

**MEMBERSHIP DUES**

1. Membership is not processed until all dues (national and state) are paid in full. State dues received at the National TSA office will not be remitted until all dues are paid in full.

2. All membership dues must be paid at the time of affiliation. Affiliations without dues will not be processed and neither the chapter nor its members will be in good standing until all dues are paid. TSA membership dues are non-refundable and non-transferable.

3. TSA operates under a unified dues policy, whereby all members must affiliate and pay applicable dues at the local, state, and national level. Individual dues at all levels (high school and middle school) consist of local chapter dues (determined by the chapter), state dues (determined by the state delegation), and national dues (determined by TSA, Inc.).

4. A written notification of transfer must be sent to the National TSA office if a student has paid individual membership dues and transfers to another chapter/school.

5. Any advisor affiliated with a chapter must pay the annual advisor dues.
SECTION II: ORGANIZING YOUR TSA CHAPTER

Detailed descriptions for the chapter advisor of his/her role in the chapter, as well as that of chapter officers and various committees.
THE ROLE OF THE CHAPTER ADVISOR

While the success of a TSA chapter rests on many factors, the crucial factor is the chapter advisor. If the responsibilities of the advisor are well understood, worked at, and most of all enjoyed, the success of the chapter is almost guaranteed and the advisor enjoys a great return on his/her personal investment.

Organizations move forward with the guidance of a dynamic and dedicated leader, and a TSA chapter is no exception. An effective advisor develops the skills of good planning, organization, and leadership. Students respond in kind to the advisor’s display of integrity, perseverance, and initiative in professional and daily activities.

Recognizing the importance of the teacher’s role, TSA provides the opportunity for integrating the TSA program of activities into classroom teaching. By supplementing the instructional curriculum with these activities, the teacher/advisor promotes a learning experience for students that is enriched and broadened.

ADVISOR RESPONSIBILITIES

The TSA chapter advisor’s responsibilities include:

- Being knowledgeable about and orienting all technology education students and chapter members in the purposes, expectations, program, and organization of TSA, including:
  - motto
  - creed
  - emblem symbolism
  - colors
  - official dress
  - competitive events and awards
  - leadership conferences
  - benefits of membership
  - instruction correlating course content and TSA
  - chapter activities
- Acquainting parents with TSA activities, purposes, and opportunities offered through the instructional program.
- Keeping school, faculty, and administrators informed of all activities.
- Monitoring the collection and processing of membership dues.
- Supervising the election and installation of officers.
- Training officers and members in effective leadership techniques.
- Supervising the chapter officers to ensure that meetings are scheduled and held on a regular basis.
- Monitoring the organization and the use of the secretary’s and treasurer’s books.
• Supervising all committees.
• Coordinating the implementation of a well-balanced program of activities.
• Keeping abreast of technology news and TSA regional, state, and national activities.
• Preparing students for entry into local, regional, state, and national competitive events.
• Accompanying and supervising students who attend regional, state, and national TSA leadership conferences and competitive events.
• Maintaining chapter records.
DEVELOPING LEADERSHIP QUALITIES

To be a TSA officer means more than performing the required duties. It demands that you be a leader. By being elected to your office, you have shown that others already see you as a leader. They have paid you a compliment, and you, in turn, must live up to their expectations. Remember that leadership is not an inherent quality. It is a series of abilities, characteristics, and attitudes generally evolving from experience. It must be developed in each individual. No one can give you leadership—only one can point the way.

Leadership is the quality that attracts people to follow an individual, have faith in the person’s judgment and abilities, and willingly work under his or her direction. A leader is a person who can accomplish tasks others would not attempt. Not everyone can become a TSA officer; yet, all can develop leadership qualities.

WHAT ARE MY STRENGTHS AND WEAKNESSES?

The first step to becoming a leader is to study yourself. Discover your strong points and weak points. Conduct a self-analysis by asking yourself the following questions:

1. Am I easily discouraged? Or, do I keep striving for my goals in spite of setbacks?
2. Do I recognize and admit my mistakes?
3. Do I work or shirk?
4. Am I loyal to fellow members and superiors?
5. Do I make snap judgments? Or do I try to obtain the facts before deciding?
6. Can I accept honors and keep my feet on the ground?
7. Am I a positive role model for others?
8. Am I following a systematic plan for improvement and advancement?
9. Do I have a definite aim in life?
10. Am I playing the game of life fairly and honestly with myself and others?

HOW CAN I BECOME A BETTER LEADER?

Once you have taken an honest look at yourself, move ahead. Do not be discouraged by your weaknesses. Turn them into strengths.

One way to become a better leader is to study the personal qualities of effective leaders. Read about the lives of great men and women. Your school and public libraries have shelves devoted to biographies of successful leaders.
Another way is to use the world around you to your advantage. You can discover and develop your own leadership powers by making use of your surroundings:

- Your environment—things you hear and see; connections you observe
- Your experiences—places you go, activities you engage in, books and articles you read
- Your associates and associations—friends, family, teachers, classmates, co-workers, associates in other TSA chapters
- Your own will and desire to change and improve yourself

Finally, you should follow a plan to develop a variety of leadership qualities. Although each person has special talents and individual strengths, there are certain common leadership traits characteristically found in leaders. These qualities are presented below.

**ON WHAT QUALITIES SHOULD I FOCUS?**

1. Earn the confidence of fellow members, students, administrators, and teachers.
   - Win the confidence of others by developing qualities such as sound judgment,
   - open-mindedness, freedom from prejudice, coolness in trying situations, sincerity, and honesty.
   - Foster cooperation instead of competition.
   - Make friends readily, and keep friendships in good repair.
   - Be a good listener.
   - Bear in mind when talking with adults that you are trying to find out what they know, not tell them of your abilities.
   - Keep your promises and your appointments.
   - Compliment any member who deserves credit for an achievement.
   - Admit your mistakes and avoid excuses.
   - Refrain from hurting another's feelings unnecessarily.
   - Be firm when principles are at stake, but not to the point of offense.
   - Watch for every chance to do unasked favors.

2. Be familiar with all phases of TSA. As a well-informed officer and leader, you should be a "salesperson" for the organization.
   - Study materials pertaining to the organization.
   - Seek information about new developments and happenings.
   - Pass on your knowledge to the general public through radio, television, newspapers, and word-of-mouth.
   - "Sell" the organization by "living it."

3. Put heart and soul into your work.
   - Continually think and plan how to better the organization.
• Talk to other leaders about their organizations.
• Maintain a positive outlook. Radiate optimism.
• Know what you want to do, then do it with confidence.

4. Be willing to schedule and plan all your work thoroughly.
• Determine long and short term goals and make definite plans for accomplishment.
• Do not become involved in too many activities. Be a wise user of time.
• Be on time for appointments and meetings.
• Plan agenda and business to be covered prior to all meetings.
• Prepare your ideas before you offer an argument or make a proposal.
• Plan your work . . . work your plan.

5 Be able to communicate.
• Enunciate clearly.
• Speak simply and plainly. Avoid using words neither you nor anyone else understands.
• Use short sentences.
• Use effective pauses.
• Demonstrate poise and confidence.
• Improve your vocabulary by reading, listening, and studying new words.
• Take advantage of all opportunities to appear in public.
• Force yourself to take on responsibilities you are afraid to accept; be willing to step outside your "comfort zone."

6. Be able to delegate authority and responsibility to others.
• Be interested in helping and giving suggestions to individuals or committees you appoint.
• Lead others to your view by questions rather than by argument. Suggest rather than command.
• Learn the special abilities of others so that you may delegate authority wisely.
• Give clear directions, and follow up to see that tasks have been performed.

7. Work to command respect of others wherever you are and in whatever you are doing.
• Show poise and mastery of the situation.
• Use a strong, clear voice.
• Weigh the facts before you reach a conclusion. Develop good judgment.
• Be fair but firm; do not compromise on principles.
• Exhibit good moral character that commands respect of all members.
Section II: Organizing Your TSA Chapter

8. Practice meeting difficult situations positively.
   • Act without temper (anger clouds situations).
   • If things are not going well, try to remedy the situation rather than find fault.
   • Try to keep your feelings “in tune” with those around you. Do not hurt the feelings of others.
   • Develop tolerance.
   • Don’t be antagonistic. Never be the one to cause a difficult situation.
   • Remember, you are just the “referee” and should not show partiality.

   • Recognize your obligation to the organization to which you belong.
   • Be loyal to your parents, your school, your community, and your heritage.
   • Be courteous and loyal to other TSA officers.
   • Remember that loyalty means dependability.

10. Be a role model for other members.
    • Always show respect for the office you hold.
    • Be neat in work and appearance.
    • Be enthusiastic, honest, and sincere.
    • Be a good student in all subjects.
    • Sacrifice personal gain for the benefit of the organization.
    • Lay plans to succeed. Keep out of the limelight.

11. Be able to motivate members to do the following:
    • Realize the honor, pleasure, privileges, and responsibility of belonging to the organization.
    • Attend faithfully and punctually the regular meetings and any committee meetings for which you are responsible.
    • Pay dues promptly.
    • Accept responsibility.
    • Agreeably accept both difficult and congenial tasks, and promptly learn the details of these tasks.
    • Contribute your talents when they can be of help to the chapter.
    • Be a good team worker. Show tolerance, courtesy, charity, and understanding in all dealings with associates.
    • Give loyalty, kindness, and cooperation to other officers, and help make their jobs more pleasant.
    • Support all organizational projects.
    • Give courteous attention to the presiding officer and program.
• Be an intelligent and interested listener; give constructive criticism if you are disappointed in any part of the program.

• Weigh carefully all sides of controversial subjects confronting the group; then speak opinions honestly and openly, but do not criticize, especially after leaving the meeting.

• Respect the rights of the minority, but once a decision is made by the group, uphold the majority opinion.

• Learn and use simple parliamentary procedure, and observe the bylaws of the organization.

• Accept office when qualified to do so; then fill it to the very best of your ability.

• Learn to make a good report by stating accurate information concisely.

• Avoid taking more than the allotted time on a program or in a business meeting.

• Enlarge your vision by attending regional, state, and national meetings.

PRESENTATION SKILLS FOR TSA OFFICERS
The way we present ourselves and act toward other people is the key to opening the first door to leadership growth. Social skills, communication skills, and public relations skills are all important components of the image we should present if we hope to become successful leaders.

SOCIAL SKILLS

Grooming and Personal Hygiene
Be sure that the way you look reflects favorably on yourself and TSA. Be neat and clean. Good personal hygiene means daily bathing; daily use of deodorant; clean teeth, hair, and fingernails at all times; and facial hair regularly shaved or trimmed.

Dress the part. Appropriate dress means the correct attire for each occasion: official dress or good clothing for formal occasions and clean, neat, informal clothing for other occasions. If you wear make-up, be sure it is applied moderately for all occasions, whether formal or informal.

Exhibiting Mature Behavior
Your actions project a certain image to students, teachers, school administrators, parents, and others in the community. Be sure that the image you project is a positive one. A good impression will not only strengthen your own network of supporters, but also build public support for TSA. The following reminders should help you ensure that your image is consistently a positive one:

• Exhibit a courteous manner at all times, whether at home, at school, or in the community.

• Respect others’ rights to privacy, to personal space, and to peace and quiet.

• Respect the property of individuals and public property.

• Refrain from swearing and rowdy behavior.
**Introducing Others**

As an officer, you will often find yourself in the position of making introductions. Sometimes it will be to introduce two students to each other, or perhaps it will be to introduce a teacher, advisor, parent, or guest speaker to a fellow officer. Following are a few basic principles to remember when making introductions:

- Be certain of the names of both people before beginning the introductions. Present the younger to the older person, calling the older person’s name first: “Mrs. Taylor, I would like you to meet our TSA secretary, Ann Bates.”
- Pronounce each person’s name clearly.
- Provide the two new acquaintances with an opening for conversation, if possible: “Mrs. Taylor, Ann was the chair of our fall fund raising auction.”
- Use traditional phrases to make introductions:
  - “Mrs. Sanchez, I would like you to meet my mother, Mrs. Davis.”
  - “Mr. Simpson, may I present our chapter president, Allen Hall.”
  - “Melissa and Angela, this is my friend Thomas, who just moved to Norfolk.”

**Being Introduced**

First impressions are often lasting ones, so it is very important to pay close attention to what you do and say when you are first introduced to someone. The suggestions below should help you present yourself in the best way possible:

- Stand up when you see someone approaching to make an introduction.
- Smile and give the new acquaintance your full attention. Look him/her directly in the eye.
- Give a firm and enthusiastic handshake.
- Listen carefully to ensure that you hear the new acquaintance’s name clearly. If you are uncertain, do not hesitate to ask the introducer to repeat the name.
- Repeat the new acquaintance’s name at once to impress it on your memory: “I am very glad to meet you, Mrs. Adams.”
- The traditional response of “How do you do . . .” is always correct. But in some cases you might feel more comfortable with a less formal response such as: “It is good to meet you,” or “I’m pleased to meet you.”
- If you approach someone you have met before, offer your name to the person as a reminder: “Hello, I am Victor Lee. We met at last year’s TSA banquet.” Avoid putting the person on the spot with comments such as, “I’ll bet you don’t remember me.”

**Knowing the Basics of Dining Etiquette**

As an officer, you are likely to be attending dinners or banquets and to be dining in restaurants as part of your role as TSA representative. You will feel more comfortable if you know ahead of time what manners are expected of you in such situations.
When you are invited to dinner as someone’s guest at a restaurant or at the person’s home, remember these basic rules:

- Stand behind your chair until (1) everyone arrives at the table or (2) you are asked by your host or hostess to be seated.
- Remember that grace is said at many formal dinners. In such cases, be careful not to begin eating until after the grace is over.
- Place your napkin in your lap before you begin eating.
- If the host or hostess is not seated at your table, begin eating only after everyone at your table has been served.
- If the host or hostess is seated at your table, begin eating only after he or she begins.

In many restaurants and at special dinners, the table is often set in a very formal way with separate dishes and silverware for each different food, and with a separate glass or cups for each different beverage. If you find yourself facing an unfamiliar table setting, there are several guidelines to help you:

- Take your cue from the host or hostess. You will see what food should be eaten first and what piece of silverware should be used for what course.
- Usually the silverware the farthest away from the plate is for the earliest food course. The rule is to begin with the utensils the farthest away and work toward the plate.
- Avoid moving plates around on the table. Set glasses or cups back in their original spot each time you drink from them.

If you observe the host or hostess, most of your questions will be answered. Do not be overwhelmed by the formality. Learn from your mistakes. The main thing to remember is to follow everyday rules for good table manners:

- Chew with your mouth closed.
- Refrain from talking while you have food in your mouth.
- Eat slowly and quietly.
- Sit up straight, even while eating, and avoid resting your elbows on the table.
- Put your silverware down on the plate between bites.
- Once a piece of silverware has been used, do not put it back on the table. Place it on an appropriate plate, saucer, or coaster.
- Keep your napkin in your lap at all times except when you use it to wipe your mouth.

If you take the time to review and practice good table manners, they will become second nature to you, and you will become a role model for others to follow.

*Practicing Travel Manners*

As a TSA officer, you are likely to travel from time to time, whether it be to conferences, meetings, or training sessions. In other words, you will be making business trips as a representative of TSA. To project the best possible image of yourself and of TSA, always follow standard business travel procedures and practice good travel manners.
An important rule for business travelers is to plan ahead. As soon as you know when and where you need to travel, plan for your transportation. Call ahead to check schedules and prices, and make reservations if necessary. Abide by deadlines when paying conference registration fees. Arrange ahead for lodging if you are staying overnight, making reservations if you plan to stay in a hotel or motel.

Travelers must be courteous to their fellow passengers. When entering and leaving travel conveyances, avoid pushing and crowding, obtain seating quickly, and leave seating area neat. Promptness, also, is a courtesy in travel. Arrive at your departure point in plenty of time to make necessary arrangements, check baggage, and attend to other details. Do not expect everyone to accommodate your tardiness.

When staying in a hotel or motel, register properly upon arrival. During your stay, respect the property of others. Do not participate in any activities that would remove, deface, or damage any property, equipment, or materials of others. Notify the hotel desk when you plan to check out, leave the room in order, pay the bill, and thank the desk staff personally for courtesies extended during your stay.

_Tipping_

If you eat in restaurants, stay in hotels, or travel in taxis, trains, or airplanes, you need to be familiar with the practice of tipping. A tip is a small amount of money given in acknowledgment of services done for you. For waiters/waitresses and taxi cab drivers, the tip is normally 15% of the total cost.

For hotels, train stations, and airports, the following amounts are appropriate:

- Bellhop $1.00 per bag
- Coat room attendant $1.00 per coat
- Doorman $1.00 for ordering a car or taxi
- Garage attendant $1.00 for bringing a car to you
- Ladies room attendant $.50 to $1.00, depending on whether a personal service was rendered
- Porters/Skycaps $1.00 per bag or $2.00 for cart of bags
- Room service 15% of the cost of the order, unless otherwise indicated

You should be aware that some restaurants now automatically add 15% to the bill to cover tipping.

Check your bill to see if a tip has been added. If so, you need not tip further.
COMMUNICATION SKILLS

As a TSA officer, you will have many opportunities to communicate. To be the best organizational leader you can be, work to develop your spoken and written skills as follows.

Conversing Face-to-Face

Communication with an individual usually means conversation. Listen carefully to what others have to say. Show real interest in them. Do not be too anxious to talk. Listening is a skill and should be practiced. Look at the person with whom you are conversing. Give that person your full attention whether you are speaking or listening.

Conversing by Telephone

As an officer you will be using the telephone frequently. Pay attention to your voice and to your presentation whether you are receiving or placing a call. You should also be familiar with proper telephone etiquette.

Normally in face-to-face conversation, personality is conveyed by words, tone of voice, and body language. In telephone conversation, remember that the element of body language is missing. Therefore, it is necessary to make the most of the other two elements:

- Be natural. Use simple, straightforward language. Avoid repetition of mechanical words or phrases; particularly avoid technical terms and slang.
- Speak clearly and distinctly, directly into the receiver.
- Let a smile come through in your voice. Pleasantness is contagious.
- Show alertness and interest by your tone. Give the person your full attention.
- Vary your tone of voice. It will add emphasis, help bring out the meaning of sentences, and add color and vitality to what you say.
- Use a normal range of volume for your voice; avoid extremes of loudness or softness. A well-modulated voice carries best over the telephone.
- Talk at a moderate rate, neither too fast nor too slow.

When you receive a call, try to keep the caller in mind at all times. Put yourself in his or her place. If you follow this practice, you will see that courtesy will come automatically for you, and the caller will nearly always be satisfied.

- Answer promptly. Make a point of answering on the first or second ring. Prompt answers can help prevent irritation on the caller’s part.
- Identify yourself right away. Proper identification gets the conversation off to a good start and personalizes the call. Answer with your name if it is your telephone: “Jack Anderson” or “Miss Black.”
- Be friendly. Keeping a smile in your voice is a good start, but friendliness can be projected over the telephone in several other ways as well. Listen closely so that repeating will not be necessary. Show that you are interested by using the caller’s name. If you are sincere and genuine, your attitude will come through clearly. Remember that side comments and discussions with others while a person is waiting on the line are
inconsiderate and irritating to the caller.

- When you must leave the line, it is courteous to say, “Will you wait or should I call you back?” If you leave, return promptly.

- Try your best to say goodbye in a way that will leave the caller feeling satisfied and friendly. It is a good idea to let the calling party hang up first. Always put your receiver down gently.

- Take accurate messages. Be sure to write down the date, time, name, and telephone number. Do not hesitate to ask how to spell a name. Always repeat a number for verification.

When you place a call, both accuracy and courtesy are essential. Be sure of the number you are dialing by checking the telephone directory or your personal number list before calling. You will find it saves time to keep a list of telephone numbers you call frequently. Once you place the call, give the person you are calling a reasonable amount of time to answer the telephone. When the person answers, identify yourself at once by giving your full name. This gets the conversation off to a good start. Do not expect others to recognize you by your voice. If you are calling a person at home, ask if you are calling at a convenient time. Offer to call at another time if the person seems to be busy.

Communicating in a Group

Speaking within a group of persons either to inform or to persuade is an activity commonly engaged in by organizational leaders. Everyone is nervous about speaking before a group; however, public speaking “butterflies” can be lessened if you practice. Take every opportunity to speak within a group. Make short comments and/or ask questions at committee or chapter meetings. Sometimes writing out and reading the comment or questions makes the delivery easier. Another way to relax in group settings is to concentrate on others around you. Listen to what fellow members have to say, and encourage less vocal members to offer their ideas. Before long, you will be so involved in the give-and-take that you contribute your ideas quite naturally.

PUBLIC SPEAKING

TSA officers are often asked to speak before a large audience. You may be asked to make a brief presentation, introduce a speaker, present an award, accept an award, or bring greetings from your chapter. You may be invited by another service club or another TSA chapter to be main speaker at a meeting. Or you may be asked to make a speech at a chapter banquet or before a parent/teacher organization. Regardless of the circumstances, it is important to have a firm grasp of the essentials of public speaking before you accept any engagements.

Preparation

A successful speech requires advance preparation. What you do before the speech involves more work than the actual delivery of the speech. First, it is important to be aware of the speaking situation—the audience, place, subject, expected length of the speech, and physical arrangements (for example, the presence or absence of a lectern and public address system, the placement of the audience in relation to the speaker). Before you begin to compose your speech, consider the following:

- Be sure to select a topic you have earned the right to talk about. Then limit yourself to a
specific area.

- Analyze the audience to whom you will be speaking. What are the interests of the audience?
- Gather appropriate stories, illustrations, and examples.
- Schedule adequate time for preparation.
- Include a human interest story from your own background and experiences, as appropriate.
- Personalize the subject by using names, specific references to events or activities, dates, places—but do not overdo.
- Think of words or phrases that “paint a picture.”

**Outlining**

Once you have gotten a feel for the subject and the audience, you are ready to begin organizing the speech. Outline the speech in three parts:

**Introduction** To get started, bring the topic to a personal level or refer to why the speech is being given. Use illustrations or comparisons, but be sure they relate to the subject. If humor is used, it must have a definite bearing on the speech.

**Discussion** This portion contains the main ideas you wish to communicate to your audience. Be sure these ideas are well connected and flow smoothly from point to point. Eliminate any ideas or parts that do not have a connection with the topic. Plan the speech so that the topic is relevant for the audience.

**Conclusion** Always leave a favorable impression or an idea with your audience. Often a well-chosen story, anecdote, poem, quotation, or simple repetition of the main points is good.

Avoid using well-worn phrases such as “In conclusion” or “Thus we see.”

Because TSA officers are very often invited to speak about the purposes and contributions of their organization, a sample speech outline is included in this section. Add your own twists and experiences. Keep a personal list or notebook of ideas, phrases, and personal anecdotes you can use in future speeches.

**Practice**

Once your speech is composed, you need to practice it. Practice is very important, but practice is not memorization. Never memorize a speech. We talk spontaneously, so why not give a speech in a similar manner? First, rehearse in privacy. Talk loudly and follow your notes to get the sequence of ideas clearly in mind. Think ideas, not exact words. When you have the sequence in mind, practice your speech with friends to get their reactions and responses. Ask them for constructive criticism:

- How do I look and sound?
- How is my eye contact?
- Are my facial expressions and gestures appropriate?
• Do I seem poised?

Using your friends’ comments, practice before a mirror to develop physical balance, coordination, smoothness, and meaningful gestures. Use a tape recorder to check your voice volume, pronunciation, enunciation, inflection, and rate of delivery. Play back the tape to help yourself correct errors and slips in delivery.

**Developing Confidence**

Stage fright has many causes: uncertainty, ignorance, negative thinking, to name a few. A certain amount of stage fright is common and may help a speaker be “up” for a speech. Stage fright that is more serious, however, can be addressed and often can be reduced by being well-prepared.

There are several steps to take that will help you develop confidence:

• Think positively; don’t let worry defeat you. Focus on the good result and rewards after you have finished your speech.

• Concentrate on personal appearance. Prepare yourself for the speech by taking a shower, selecting proper clothing, shining your shoes, cleaning your fingernails, and ensuring that your hair is well groomed.

• Contribute to a healthy outlook by getting ample rest, eating properly, exercising regularly, and maintaining other good physical habits.

• Arrive at the meeting early to avoid anxiety. Extra time will allow you to study the room setting, the stage arrangement, and your place on the program. It will also give you the opportunity to become acquainted with the chairperson and other members or guests.

**The Waiting Period**

While waiting for your part on the program, be alert and show interest in what is being said. Appear at ease by showing confidence and calmness. Be thinking of your opening remarks. Avoid slouching, whispering, gum chewing, or body actions that will project a poor image or possibly cause disarray of your clothing. Plan how you will get to the lectern in the most effective way.

**Avoiding Undesirable Speaking Mannerisms**

Gestures can be very effective during a speech, but some forms of body language can be distracting to the audience. Because of anxiety, many novice speakers unwittingly engage in mannerisms that draw the focus away from their words. If you are aware of such mannerisms, you can help yourself avoid them:

• Physically swaying to and fro

• Waving hands like a windmill

• Wringing hands

• Playing with glasses or key chains, coins in pocket, pencils, or the microphone

• Hiding hands behind the back

• Adjusting clothing, tinkering with buttons, jewelry, tie, or handkerchief

• Leaning on the table or desk or sitting down
• Staring out the window or at the ceiling

_Evaluating Your Performance_

Immediately after your speech, review your speech by asking yourself these questions:

• What were the good points?
• What did I do correctly?
• What were the comments of my listeners?
• Where was I inadequate?
• Did I hold my audience?
• Did I talk too long?
• Did I talk too fast?
• Did my voice carry?
• What must be improved to do better next time?

**SAMPLE SPEECH OUTLINE**

_The Benefits of TSA Membership_

**Introduction**

• Introduction of yourself and the organization
• Greetings from fellow members

**Discussion**

• Brief history of the organization
• Purposes of TSA
• Your own interest in the organization

**Reasons you joined**

Your leadership experiences

**Membership benefits for you**

• Personal interest stories of outstanding members
• Participation in local, state, and national activities

**Conclusion**

• Future of the organization
### INTRODUCING A SPEAKER

**Preparing the Introduction**
- Learn the speaker’s name, title, and importance as a person.
- Learn the exact title of the speech.
- Know why the speaker is qualified to speak on the subject.
- Know why the subject is of special interest to the audience.

**Things not to do when introducing a speaker**
- Don’t make your introduction too long.
- Don’t try to capture the audience with your personality, your funny stories, or your knowledge of the subject. Remember, you are not the speaker.
- Don’t give exaggerated praise.
- Don’t apologize to the audience if the speaker is a substitute.

**Things to do when introducing a speaker**
- Be enthusiastic and sincere.
- Give the exact title of the speech.
- Bridge the gap between the topic and the interest of the group.
- List the speaker’s outstanding qualifications, especially those that relate to the topic.
- Create suspense so that the audience is waiting for the speaker.
- State the speaker’s name clearly and distinctly.
- Provoke applause and stay on the platform until the speaker is in position.
- Return to your seat during the applause.
- Be alert to relieve the speaker after the speech is given unless another person has been assigned this responsibility.

### SPEAKING AT AWARD CEREMONIES

**Presenting an Award**
- Explain in simple terms why the award is made.
- To appeal to the group’s interest, tell something about the life and activities of the person receiving the award.
- Explain how much the award is deserved and how the group feels toward the person receiving the award.
- Congratulate the recipient and convey everyone’s good wishes for the future.
**Section II: Organizing Your TSA Chapter**

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**Accepting an Award**
- Give a warm, sincere "thank you" to the group.
- Give credit to others who have helped you, your associates, friends, and family.
- Tell what the award (or gift) means to you.
- If it is wrapped, open and display it.
- Tell the audience how useful or decorative it is and how you intend to use it.
- End with another sincere expression of your gratitude.

**SPEAKING AT MEETINGS OF OTHER GROUPS**

**Greetings**
- Bring greetings from the organization, your fellow officers, and staff.
- Express your appreciation for being invited.
- Let the audience know that you are familiar with some of the good work the group is doing.
- Challenge the group to the task for which it is assembled.
- Emphasize your desire to meet the members and advisors while in attendance.
- Be friendly, enthusiastic, confident, and well-poised. SMILE.
- Limit your remarks to three to five minutes.

**Chapter Visit**
- Find out as much as possible about the chapter before you visit.
- Bring greetings and express appreciation for the opportunity to visit.
- Relate what happened to you when an officer made a visit to your chapter—especially how you were inspired to set higher goals, work harder, cooperate with others, follow the advice of teachers, and improve yourself.
- Base the length of your talk on the occasion. Ordinarily, a six-to-eight minute talk, well thought out in advance and presented effectively, will serve the purpose.
- Remember to use appropriate stories and to leave the chapter with a challenge.

**Service Club**
- Be aware of the service club motto and, if possible, some of the activities and achievements of the club. For example, often a club assists students by providing scholarships.
- Be familiar with the many activities in which the different service clubs jointly participate, and then emphasize those efforts pertinent to this situation.
- Point toward future successes for the club and wish them well in specific upcoming projects.
Being Guest Speaker at a Chapter Banquet

- Have your talk prepared well in advance.
- Learn as much as possible about the chapter before you visit.
- Bring greetings from your organization.
- Express your appreciation for being invited.
- Commend the audience for the good work the chapter is doing.
- Give proper recognition to parents, especially noting the importance of their cooperation and sacrifice. Emphasize the purposes of the banquet and remind the audience that a good program becomes the showcase of the technology education program.
- Express appreciation to the school administrators, members of the school board, and teachers for their part in helping the members build a strong chapter.
- Recognize and congratulate award winners.
- Inspire members to take advantage of their organization for the following: self improvement, development of leadership, improved scholarship, cooperation, and responsible citizenship; programs and increased student interest in technology education careers; improvement in community and school activities to benefit the welfare of all.
- Use organizational stories, inspiring thoughts, and appropriate anecdotes.
- Do not talk too long; you will be better remembered for a brief, inspiring message. Remember, banquet programs have a tendency to last too long anyway.
- Speak on the level of the audience. Always avoid “getting in over your head” and never philosophize.
- Use notes if necessary, but never read a speech.
- Speak a word of appreciation for the organization or group that served the banquet.
- Be yourself--confident, enthusiastic, well-poised. SMILE.

Handling Correspondence

Just as speech and dress express professional image in personal contacts, so do letters represent the association. The TSA Secretary is the officer primarily responsible for correspondence, but other officers will need to write letters from time to time. Regardless of the office you hold, you should answer your correspondence promptly and type it correctly. Below is some helpful technical information.

There are six parts to a business letter:

1. Heading
2. Inside address
3. Salutation
4. Body
5. Complimentary close
6. Signature

Each part is typed carefully according to traditional specifications, as explained below.

The Heading The heading consists of the sender’s address and the date of the letter. The heading starts on line 13 from the top of the paper and may be typed beginning at the center of the page.

1783 Cleveland Avenue
Fairfax, VA 22369
September 6, 2011

If you are using letterhead stationery that includes the preprinted name and address of the organization, the date is the only part of the heading that needs to be supplied.

The Inside Address The inside address contains the name of the firm or individual to whom you are writing. The inside address is flush with the left-hand margin. It starts four to five lines below the last line of the heading.

An appropriate title should precede the name of the person in the inside address. Standard titles for individuals are Mr., Mrs., Ms., and Miss. Mmes., Messrs., and Misses are plural forms of Mrs., Mr., and Miss. When writing to correspondents, always address them as they sign their own correspondence. If you are not sure what marital title to use for a female correspondent, you may use "Ms."

When you write to a person with a professional title, use the following forms of address:

Professor with Doctoral Degree Dr. Elizabeth Jones
Professor with Master’s Degree Professor Albert Thomas
Medical Doctor Dr. Brian Adams

or

Mary Stone, M.D.
Minister The Reverend Harold Bennett
Senators, Members of Congress,
Governors, Judges, Mayors The Honorable Rebecca Carter

The Salutation The salutation in a business letter is the formal written equivalent of “Hello” or “Good Morning.” It agrees with the inside address. If the letter, for example, is addressed to a business organization, the salutation is “Ladies and Gentlemen.”

Acme Sporting Goods
2530 Granby Street
Richmond, VA 23216

Ladies and Gentlemen:

If the letter is addressed to an individual, the salutation is “Dear Mr. [Mrs., or Miss] ______.”
Mrs. Joan Hastings
30 Redwood Street
Charlottesville, VA 22903
Dear Mrs. Hastings:

The salutation is typed flush with the left margin, two spaces below the last line of the inside address. The only punctuation needed after the salutation is the colon (:) . Salutations most commonly used are the following:

Dear Mr. Smith:
Gentlemen: / Mesdames: / Ladies and Gentlemen:
Dear Michael:

The Body of the Letter The body of the letter is the main part of the message. It begins two lines below the salutation and consists of as many paragraphs as needed to convey the message clearly and pleasantly. Single spacing within the body, double spacing between paragraphs, and a five-space paragraph indentation are considered standard procedure for correspondence.

The Complimentary Close The complimentary close is the equivalent of “good-bye.” One of the most commonly used complimentary closes is “Yours truly.” In order of decreasing formality the usual choices are as follows:

Yours respectfully,
Respectfully yours,
Yours truly,
Very truly yours,
Sincerely yours,
Sincerely,

The first word of the complimentary close is the only word capitalized. A comma is the appropriate punctuation. The complimentary close is typed at the horizontal center of the page, aligned with the heading two vertical lines below the body of the letter.

The Signature The signature includes both the handwritten and the typewritten name of the person who wrote or dictated the letter. The sequence of the signature lines of a business letter is as follows:

1. Handwritten signature
2. Typewritten name of signer
3. Typewritten title of signer

Sincerely yours,

(1) Mary M. Morris
(2) Mary M. Morris
(3) Secretary
Section II: Organizing Your TSA Chapter

The typewritten signature and the title line begin at the horizontal center, four vertical lines below the complimentary close. If letterhead stationery is not used, the name of the organization is included in the signature lines.

Sincerely yours,

Mary M. Morris
Mary M. Morris
Secretary, Virginia Technology Student Association

Carbon Copy Notations Many times it is necessary or wise to send a copy of a letter to one or more persons. When this is done, it is necessary to note on the original letter to whom copies are being sent. This is done at the bottom of the letter after the closing and signature. The two letters “cc:” (carbon copy) are typed flush with the left margin, two vertical lines below the typewritten title of signer. After the “cc:” notation, the names or titles of the persons to whom copies were sent are noted.

Sincerely yours,

Mary M. Morris
Mary M. Morris
Secretary
cc: Advisor
President
Community-Service Chairperson

Commonly Used Forms of Address There probably will be several persons to whom letters will be written frequently. There are others to whom you may like to write, but do not know the correct title, address, or salutation. The following are several examples of correct forms of addresses and salutations.

Parents School Principal Industrial Personnel

Mr. and Mrs. John Smith Mrs. Margaret Ross Mr. Michael O'Brien
2560 Kimball Road Principal Plant Manager
Richmond, VA 23233 Oakwood High School Reynolds Linoleum Co.
2324 Leigh Drive 1516 Broad Street
Fairfax, VA 29605 Columbus, OH 43220

Dear Mr. and Mrs. Smith: Dear Mrs. Ross: Dear Mr. O'Brien:

Senator, U.S. Representative, U.S.

The Honorable John Doe
The United States Senate House of Representatives
Washington, DC 20510 Washington, DC 20515
Dear Senator Doe:  Dear Congressman Doe:

Mayor

The Honorable John Doe
Mayor of the City of Reston
City Hall
Reston, VA 22091

Dear Mayor Doe:

For further information concerning correct forms of addresses, see the business or English teachers in your school.
Sample Letter on Plain Stationery

Patrick High School TSA
1243 Main Street
Richmond, VA 23225

September 15, 2011

Dr. George Atkinson
Department of Drama
Virginia Commonwealth University
P.O. Box 2948
Richmond, VA 23220-2948

Dear Dr. Atkinson:

Thank you for your excellent presentation on public speaking yesterday at our September TSA meeting. The program was both educational and entertaining, and we have had many students exhibit interest in the follow-up presentation you suggested for spring. We appreciate your taking time out from your teaching schedule to meet with us, and we look forward to talking with you soon about a spring session. Yours truly,

Tanya Carson

Tanya Carson
Secretary, Patrick High School Chapter
Technology Student Association

cc: Advisor

President
PUBLIC RELATIONS SKILLS

A major part of a chapter’s public relations image is conveyed by individual members and especially officers of an organization through their social and communication skills. A planned effort to inform the public about TSA activities is another way to promote good public relations. Below are several suggested ways in which members of an organization can let the public know about their activities and accomplishments.

**Bulletin Board** Maintain an attractive chapter bulletin board in the hall near the technology education department. Display newspaper clippings, pictures, programs, and other items for all to see.

**Chapter Newsletter** Prepare a chapter newsletter to update members as well as others about the progress of certain committees, awards received by members, progress of graduates, new courses being offered, and other news.

**Chapter Website** Maintain a website about your TSA chapter that keeps members and others informed about ongoing news and activities.

**Local Newspapers** Have the chapter reporter submit articles with pictures regularly to local newspapers.

**Other Publications** Have the chapter reporter send news releases to the state newsletter and to national TSA for the *School Scene*. Encourage other officers and members to write feature articles for these publications.

**Radio /TV Spot Announcements** Have the reporter submit news releases to radio and TV stations for reading by the announcers.

**Invitations** Invite community persons to serve as competitive event judges, guest speakers, and special guests at programs or banquets.

**TSA Open House** Sponsor a TSA open house at your school for school administrators, parents, and other people in the community. Display students’ completed projects, newsletters, awards, and other indications of accomplishment. Serve refreshments.

**Certificates of Appreciation** Present awards to persons in the community who have helped TSA. Certificates of appreciation or plaques are very appropriate. When displayed on the walls of recipients, the awards advertise your organization to all who read them.

**TSA Logo/Emblem** Use the TSA logo/emblem on your school supplies and clothing. Use it in your newsletter banner heading, on your bulletin board, on posters and signs publicizing TSA events, and with any items your group decides to sell in a fund-raising effort. Keep the logo/emblem in mind for other creative uses.
DUTIES AND RESPONSIBILITIES OF TSA OFFICERS

DUTIES OF ALL OFFICERS

Each TSA chapter has certain officers elected by the membership to lead the chapter for a stated term. The following officers are generally elected in each TSA chapter:

- President
- Vice-President
- Secretary
- Treasurer
- Historian
- Reporter
- Parliamentarian
- Sergeant-at-Arms

By electing you to TSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities. Duty is defined as “the conduct, obedience, loyalty, and submission required of an officer.” Responsibility is “the reliability and the moral accountability for duties expected of an officer.” Together, duty and responsibility convey the conduct and performance appropriate to all TSA officers. Regardless of which office you hold, your duties and responsibilities as a TSA officer obligate you to do the following:

- Understand the mission and goals of your organization.
- Understand the organization’s constitution and its bylaws.
- Understand the organization’s creed and know it from memory.
- Be familiar with the organizational structure and state policies of TSA.
- Understand and correctly use parliamentary procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings.
- Be prepared to conduct organization and chapter meetings.
- Be prepared to serve as a speaker for civic clubs, banquets, school assemblies, technology education classes, and similar meetings when asked to do so.
- Prepare speeches to be used during your term of office to inspire, inform, and motivate others.
- Prepare for and help conduct TSA conferences.
- Attend TSA officers’ training sessions.
- Be loyal to the organization and the chapter to which you belong.
- Help other officers accomplish their tasks.
- Keep members constantly working toward goals and objectives through involvement in worthwhile projects and activities.
- Practice good speaking and writing skills as you represent the chapter.
**PRESIDENT**

The president presides over and conducts all meetings in accordance with parliamentary procedure; keeps the members’ discussion to the subject at hand and within time limits; appoints committee chairs and serves on committees, except the nominating committee, as an *ex-officio* (non-voting) member; represents the association at all functions; coordinates the activities of the association by keeping in touch with other officers, the membership, and the advisors; and keeps himself/herself informed to ensure that the association is moving according to its program of activities.

*As presiding officer, the president should do the following:*

1. Begin the meeting on time. (Members will be there if they know that the meeting will begin at a specified time.)
2. Be sure a quorum is present before the business portion of the meeting is conducted.
3. Stand while presenting business or directing the assembly.
4. Proceed in a manner established by the order of business.
5. Conduct the opening and closing ceremony according to TSA guidelines.
6. Use the gavel according to accepted practices.
7. Conduct the meeting in accordance with parliamentary procedure.
8. Keep the meeting under control. Limit debate on the part of any one individual to specified times or turns (ample but not excessive time should be allowed for debate).
9. Refer to himself/herself as ‘the chair.”
10. Recognize any member who wishes to speak.
11. Be impartial at all times.
12. Turn over the chair to the vice-president or other designated member when desiring to enter into debate. Information, but not opinions, may be given from the chair. If the presiding officer wants to make or discuss a motion personally, he/she must leave the chair and do so from the floor.
13. Allow a member to suspend the regular order of business only by a formal motion that is carried by a two-thirds vote.
14. Permit discussion on a motion only after it has been seconded and restated by the chair.
15. Be seated when granting the floor to a member, and remain seated while the member discusses the motion.
16. State motions clearly. Before taking a vote, be sure that everyone understands the question.
17. Announce the result of the vote. First, state the motion, and then say, “The motion is carried/lost.”
18. Vote to break a tie.
19. Require that all remarks be addressed to the chair. Do not allow members to discuss questions, remarks, or answers among themselves. All discussion must be recognized and approved by the chair.
20. Permit the maker of the motion or the vice-president to put a question to a vote that concerns the president alone.

21. Close the meeting at the point when all business has been disposed of and/or at a designated time.

As chief officer, the president should also do the following:

1. Appoint committee chairs and serve as an *ex-officio* member on all committees except the nominating committee.
2. Represent the association at all functions.
3. Make public appearances, including speaking engagements, on behalf of the organization.
4. Coordinate the activities of the association by keeping in touch with other officers, the membership, and the advisors.
5. Develop a program of activities for the executive council.
6. Keep informed to ensure that the association is moving according to its program of activities (see officer report form).

Use of the gavel

*Every presiding officer should be familiar with the use of the gavel. It is used as a symbol of authority, to be exercised in the support of self-government and orderly procedure.*

- Two raps of the gavel call the chapter meeting to order.
- Three raps of the gavel signal all members to stand during the opening and the closing ceremonies. Another rap serves as the signal to be seated.
- One rap of the gavel should follow the announcement that a meeting is adjourned.
- The gavel is also the instrument for maintaining order during the chapter meetings. If at any time members do not conduct themselves properly, a sharp rap or a series of sharp raps of the gavel should restore dignity and order.

**OFFICER REPORT FORM**

Chapter:
Date:
Reported by:
Office:
List all activities accomplished since previous chapter officers meeting:
List goals to be accomplished prior to the next chapter officers meeting:
Any comments:
Signature
**VICE PRESIDENT**

The vice president assists the president in the discharge of his or her duties. The vice-president presides at meetings and other functions in the absence of the president and must be prepared to assume the office of the president if necessary. The vice president is in charge of all committee work and the management of committee assignments. He/she works closely with all committees, keeping well informed of their activities.

_The vice president should do the following:_

1. Assist the president.
2. Preside in the absence of the president.
3. Be in charge of setting up and carrying out the association’s program of activities.
4. Assist with the preparation of meeting agendas.
5. Report on the status of the program of activities at each meeting.
6. Submit a report on association accomplishments at the end of the year.
7. Keep an accurate list of committee members.
8. Manage committee assignments using committee report forms.
9. Work closely with all committees, keeping well informed of their activities.

**SECRETARY**

The secretary prepares and reads the minutes of meetings; sends out and posts meeting notices; has the agenda for each meeting available for the president; reads communications at meetings; counts and records votes when taken; attends to official correspondence; keeps permanent records; and maintains and has ready for each meeting current descriptions of officers’ duties and a Secretary’s Record.

_The secretary should do the following:_

1. Record the minutes of all meetings.
2. Handle official chapter correspondence.
3. Send out meeting notices.
4. Prepare the written agenda for each meeting.
5. Maintain the Secretary’s Record.

“Minutes” is the word used to describe the official record of what takes place at a meeting. The secretary prepares the minutes of each business meeting and reads those from the previous meeting as part of the order of business. The secretary should record the minutes of all meetings: formal, informal, and called. In preparing the minutes, it is not necessary to record discussion about a subject; rather, record decisions and actions taken by the group. In preparing the minutes, the secretary should do the following:

1. Begin the minutes with basic information.
2. State the kind of meeting (regular, special, etc.).
3. State the name of the organization.
4. State the date and place of meeting.
5. State the fact of the presence of the regular chairperson and secretary, or in their absence, the name of their substitutes.
6. Give the status of the previous minutes (whether or not the minutes of the previous meeting were approved or their reading dispensed with).
7. Record in the minutes what is decided upon and done.
8. Record, whether carried or lost, the exact wording of every motion and amendment and the name of the member who made the motion/amendment. Stop the proceedings, if necessary, to get the exact wording of a motion. The secretary may request that a motion be submitted in writing by the member presenting it. Include all main motions and points of order and appeals, whether carried or lost, and all other motions that were not lost or withdrawn.
9. Record in the minutes the names of members who have been appointed to committees as well as the persons serving as chairs of those committees.
10. Include a copy of the treasurer’s report in the minutes.
11. End by stating the time of adjournment.

The items listed above must be included in the minutes. Other items such as announcements and program highlights may also be included. Following are sample minutes from a local chapter meeting.

**Attending to official correspondence**

The secretary should handle official correspondence of the organization by writing letters as needed or as directed by other officers and by keeping files of incoming and outgoing correspondence. In composing and preparing letters, the secretary should be careful to follow the accepted rules and practices of business correspondence.

**Maintaining the Secretary’s Record**

The Secretary’s Record is generally a three-ring binder that is used to collect and keep important documents concerning the business of the association. The record usually contains the following items:

- a copy of all approved minutes
- a list of all members
- a list of all standing and special committees, committee members, and chairpersons
- a copy of all committee reports
- a copy of the state and national programs of activities
- the constitution and bylaws of the organization

The secretary is responsible for keeping the Secretary’s Record current and should bring it to each meeting.
LOCAL CHAPTER MINUTES

(PLACE)
(DATE)
Call to Order and
Opening Ceremony
Guests
Minutes
Officers’ Reports
Committee Reports
Unfinished Business
New Business
Announcements
Program
Adjournment and
Closing Ceremony
Secretary

Include name of chapter, location of meeting, name/office of person who calls meeting to order (typically the president), time, and name/office of recorder.

Names of guests, number of members present, names of members absent.

Approval of minutes from previous meeting with/without changes.

Brief statements of officers’ reports with careful notation of action on motions.

Brief statements of committee reports with careful notation of action on motions.

Brief description of discussion of unfinished business with careful notation of action on motions.

Brief description of discussion of new business with careful notation of action on motions.

Dates/times for next meeting, for chapter activities, etc.

Details of program, if one is presented, including speaker’s name, position, etc.

Exact time of meeting adjournment after the closing ceremony.

Secretary’s signature and office.

TREASURER

The treasurer administers and is responsible for association funds. He/she keeps financial records in order and up to date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual budget; serves on the projects and finance committees as an ex-officio (non-voting) member; and protects the financial reputation of the association.

The treasurer should do the following:

1. Keep a permanent, up-to-the-minute record of all financial transactions.
2. Keep a record of all received monies following accepted fiscal procedures.
3. Record all expenses, noting the date and the party to whom the money was paid.
4. Obtain and keep a copy of all receipts in the permanent records.
5. Be prepared to report the financial status of the association at any regular meeting.
6. Obtain and present ideas and suggestions to the membership for increasing the treasury and for financing association activities.
HISTORIAN

It is the duty of the historian to serve in any capacity as directed by the president, to keep all past financial and membership records as necessary, and to promote the general welfare of the association.

The historian should do the following:

1. Work closely with the secretary and the reporter to keep a complete record of association activities.
2. Ensure that photographs are taken of all association activities.
3. Keep a record book (in the form of a scrapbook) of all activities and events.
4. Develop a theme for the record book that will chronicle the year.

The Record Book

The record book serves as an association’s annual report of activities and is a public relations tool because it informs others of students’ work in the organization. It is also helpful to future officers, committee chairpersons, and members. By seeing what was done in previous years, current leaders and members can get ideas of what kinds of activities are appropriate. The development of the record book is a job that requires planning and organization.

Photographs

The historian is usually the photographer. Taking good pictures is not difficult. It does not require a complicated and expensive camera. Good pictures are taken by the photographer, not the camera. The photographer’s tips should help you get the best shots of members and their accomplishments.

Cover Design

The cover may be made of any of a variety of materials:

- wood
- metal
- leather
- fabric
- paper
- plastic
- other synthetic

The cover may incorporate any design:

- color? black and white?
- lettering alone? lettering with pictures or graphics?
- calligraphy? computer lettering?
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• photography?
• hand design? computer design?
• collage? single picture or design?
• theme for the year?
• your choice

**Essential Elements**
• names of all members and leaders
• copies of the association calendar
• news clippings, with date and newspaper notes for each
• pictures of association events, clearly labeled

**Suggested Sections**
• introduction and/or history of the state association
• inter-chapter activities, including reports from each officer
• promotional activities, including newspaper articles and photographs
• enterprising activities.
• community service projects, including thank you letters from people across the state
• conference activities, including programs and photos of regional, state, and national workshops and conferences.

**Photographer’s Tips (or How to Take Your Best Shot)**
• Include one or more persons in every photograph.
• Get action pictures whenever possible.
• Go for close-up shots.
• Hold the camera steady and level.
• Use the flash when light is limited.
• Take multiple shots of every picture.
• Remember that newspapers generally prefer black and white photos.

**REPORTER**
The reporter gathers association news; prepares news releases and articles for publication in local and statewide newspapers; acquaints local newspaper editors with information about TSA; assists in the planning and arranging of association exhibits; and collects and prepares news and feature stories of association activities for national publications.

The reporter should do the following:
1. Gather and classify all TSA news.
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2. Prepare articles and news releases.
3. Develop a working relationship with local media personnel and keep them informed of TSA news.
4. Send news and photographs to the state and national TSA offices for publication.
5. Work closely with the secretary and the historian to prepare the record book.
6. Maintain the chapter website.

Informing the Public about TSA Activities

The reporter is a key member in the TSA officer team. Informing the public about TSA activities will contribute to both the community’s appreciation of TSA and the pride of the TSA members. Public relations skills are important for all officers, but particularly for the chapter reporter.

Over the course of a year, a TSA chapter will probably be involved in several newsworthy events. Some possibilities to keep in mind are the following:

- fund raising projects
- members who attended a TSA conference
- community service projects
- winners of state and national TSA competitive events
- an upcoming program, especially one involving parents, community leaders, or other chapters

News about a chapter may be communicated to the public in many ways (newspaper articles, radio shows, or TV presentations). Although appearances on radio and TV shows are excellent public relations tools, the news release is probably the most commonly used tool for informing the public about a chapter’s activities.

WRITING A NEWS RELEASE

A news release (or press release) is an announcement of an event or other newsworthy item sent to the mass media, generally for immediate publication or airing.

The details of a news release should be written in order of declining importance. The inverted pyramid structure is used so that the editor of the newspaper or the broadcast journalist can adjust the length of the article simply by eliminating sentences or even whole paragraphs from the end.

Remember the “Five W’s and the H” when writing a news release: WHO? WHAT? WHEN? WHERE? WHY? and HOW? In a news story, try to answer as many of these questions as possible in the first paragraph. Also keep in mind these additional tips when preparing a news release about a TSA chapter event:

- Print the news release on plain white paper or on letterhead.
- Limit the release to one paragraph when possible (presenting the five W’s and the H). Try never to go beyond one page.
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- Give the name, address, and phone number of the TSA representative to contact if additional information is needed.
- Be accurate with names, dates, places, and other details.
- Whenever possible, write about future events rather than past events.
- Keep a copy of the news release. Compare your copy with the article as it is printed in the newspaper and/or announced on TV or radio. By comparing the two and noting the changes, you can write an improved article for the next release.
- Provide each newspaper, radio station, and TV station, to whom you send a release an original copy.
- Attach a captioned photograph if appropriate. The caption should be taped to the back of the photograph, and should clearly identify the subject(s) of the photograph.

The sample news release on the next page can be used as is, or the chapter reporter can make another one with a similar format.

Writing for other publications

In addition to sending releases to local community newspapers, TSA reporters send news and feature items about their chapter to the local school newspaper, to their state TSA newsletter, and to School Scene.

The School Scene, published electronically via the TSA website, www.tsaweb.org, three times a year, is National TSA’s newsletter. Articles submitted to the School Scene should be written and handled in the same manner as those prepared for any other publication. Include name, address, and telephone number of contact person. Email digital photos (color is preferable) and articles to either general@tsaweb.org or toTSA School Scene, 1914 Association Drive, Reston, VA 20191-1540.

Five W’s and H
- Background and supporting details
- More details

TIPS ON DESKTOP PUBLISHING

Most desktop publishers are not school-trained graphics designers. To those who learn by doing, we are pleased to share some common-sense reminders.

Font. To produce an easy-to-read document, don’t jump from one font to another. A uniform, easy-to-read font builds credibility; an unusual font can be very effective in an informal piece. To make your text more readable, increase or decrease the space between letters.

Margins. Use consistent margins on all pages of the document for a neat and clean appearance. Create a style and stick with it.

Balance. Design facing pages as if they are a single unit. Spread graphics, titles, and art across both pages.
Headlines. Use short, powerful and descriptive headlines to intercept the reader’s scanning eyes.

Graphics. Appropriate graphics, e.g., illustrations, graphs and photos can grab the readers attention. However, avoid burdening pages with too many graphics. White space makes each page more appealing and readable.

Color. Adding color to your finished product builds interest and visual appeal. The judicious use of spot color can make a chart come alive or draw reader attention.

Proofing. Proofread everything. No matter how skilled a graphic designer you may be, failing to correct obvious mistakes, e.g., misspelled words, grammatical errors, and missing punctuation will distract a reader. The most commonly overlooked errors are often found in the headlines and subheads.

Whether created by a graphics designer or by your own desktop publishing efforts, there is a common design goal: the right impression, every time.

From “Basically Business,” Sir Speedy Printing Center, Reston, Virginia (some adjustments made to document)

NEWS FROM THE _________________________ CHAPTER OF
TSA
CONTACT:
INFORMATION:
###

SERGEANT-AT-ARMS
The sergeant-at-arms is responsible for the physical setup of meetings, banquets, and gatherings.

He/she secures the use of any meeting room and facility, assists in seating arrangements, and assures that all necessary equipment is at hand and operating.

The sergeant-at-arms should do the following:
1. Arrange the meeting room and set up officer symbols.
2. Be responsible for the comfort of those present at the meeting.
3. Attend the door during meetings and welcome all guests.
4. Take charge of candidates prior to and during initiations.
5. Assist with entertainment, refreshments, and other details connected with the program.
6. Serve as ex-officio (non-voting) member of any committee that deals with these areas.

PARLIAMENTARIAN
The parliamentarian helps association members understand the basic purpose of parliamentary procedure. This person advises the presiding officer and the members on parliamentary procedure; has reference materials on hand (Robert’s Rules of Order, Newly Revised) pertaining to parliamentary
procedure; observes progress of meetings and calls any significant irregularities to the attention of the chair ("point of..."); and is prepared to explain any deviation from procedure and its effect on the rights of all members.

_The parliamentarian should do the following:_

1. Make sure that meetings are conducted in an orderly manner in accordance with established parliamentary procedure.
2. Enable the assembly to conduct business in a quick and efficient manner.
3. Protect the rights of expression of each individual in the assembly.
4. Make sure that the will of the majority is carried out and the rights of the minority are preserved.
5. Render only opinions, never decisions, concerning parliamentary procedure.
Committees and committee work are a necessary part of any chapter. Almost every project adopted by a chapter requires an active committee to accomplish the tasks involved in seeing a project to its completion. Every chapter member should have the opportunity to participate in at least one committee. Participation encourages leadership development and member involvement in the yearly program of activities.

**COMMITTEE CHAIRPERSONS**

Committee chairpersons are appointed by the chapter president, with the assistance of the executive committee and the approval of the chapter membership. The president and vice president serve as ex-officio members of all committees and, therefore, can attend meetings and assist with committee work.

**COMMITTEE MEMBERS**

Committee members are usually appointed by the committee chairperson, subject to the approval of the executive committee. Each chapter member should be assigned to and become involved in specific committee work, preferably based on the member’s area of interest.

**COMMITTEE RECORDER**

An important member of a committee is the committee recorder, a person appointed by the committee chairperson to keep a written record of committee proceedings. The duties of the recorder are as follows:

- Take minutes of the meeting; include actions taken, as well as major points in the discussion.
- Be prepared to summarize discussion or decisions from time to time if called upon by the chairperson.
- Assist the chairperson by helping to duplicate copies of the agenda and other materials for committee members.
- Assist the chairperson in preparing reports for presentation at the chapter meeting.
- Assist the chairperson by helping to keep the discussion focused on the agenda.
- Serve as liaison with the chapter vice-president, whose responsibility it is to work closely with all committees. Assist the vice-president by:
  - acquiring from him/her appropriate committee report forms
  - forwarding committee reports and completed forms to him/her
COMMITTEES AND THEIR RESPONSIBILITIES

Committees should work together at all times. Areas of concern for one committee often fall into the realm of another committee. In each such instance committees should work together for the good of the chapter; cooperation on projects is vitally important. Some committees will have knowledge or contacts in an area that can benefit an overall effort. The committee responsible for a project should feel free to ask for advice, assistance, and cooperation from other appropriate committees. It is likely that many committees will become involved in any one project, and cooperation and teamwork are essential ingredients for a project’s success.

There are three kinds of chapter committees: executive, standing, and special activities.

EXECUTIVE COMMITTEE

The executive committee is comprised of all officers and the chapter advisor, and can include the chairpersons of standing committees. This executive committee is responsible for the formulation, guidance, and direction the chapter wishes to take and may meet frequently to plan and carry out business not essential to the entire membership. The president presides over this permanent standing committee and reports the committee’s recommendations to the membership.

STANDING COMMITTEES

Standing committees are groups that work on specific projects all year or that have a specific duty to perform sometime during the year. These committees plan and carry out the yearly program of activities and attend to procedures that keep the association operating smoothly. In most cases, the standing committees are listed in the constitution. Some standard standing committees include the following:

Membership The membership committee is responsible for informing, gathering, and encouraging new members. This committee oversees the membership drive, maintains a list of past and present members, and works on new ways to increase membership (There are several ready-made brochures and flyers in the promotional materials included in this kit). The secretary serves as ex-officio member of this committee.

Suggested activities: conduct a social event where potential members can meet current members; sponsor a “New Members Day” meeting at which time every current member brings a potential member; make a presentation about TSA to school administrators and guidance counselors to gain their help in promoting TSA to prospective students.

Public Relations The public relations committee is responsible for the chapter’s ties with the public in general, by making the public aware of the chapter, its goals, philosophies, and accomplishments through articles, newspaper items, publications and the chapter’s website. The reporter serves as ex-officio member of this committee.

Suggested activities: plan for the appearance of several chapter members on a local TV talk show; prepare articles on a weekly basis for the local newspaper; work with other appropriate committees on a TSA open house to be held at the school; maintain the chapter website.
Section II: Organizing Your TSA Chapter

**Finance/Fund Raising** This committee is responsible for the monetary set-up of the chapter and fund raising projects. Any activity that requires the expenditure of money is reviewed by this committee. The treasurer serves as its ex-officio member.

*Suggested activities:* present ideas to the membership for a product that could be made and sold (construct a prototype, determine the cost, and conduct a survey to determine interest); organize the sale of a product, either an existing one or one presented by the committee; prepare a financial report for the membership (for a fund raising product or general chapter records).

**Constitution and Bylaws** This committee reviews the legal documents by which the chapter operates, ensures that all business is carried out according to the constitution and bylaws, and submits drafts of recommended changes for consideration. The parliamentarian serves as the ex-officio member of this committee.

**Service** The service committee plans chapter activities that will benefit the school, community, or a designated organization.

*Suggested activities:* plan the construction of a trophy case for the school; coordinate a holiday party for the residents of a nursing home; work with the finance/fund raising committee to support a local or national charity.

**Social/Recreational** This committee plans social and recreational events that provide fun and appropriate leisure time for chapter members. The committee is responsible for all aspects of the event, i.e. securing facilities, potential decorations, refreshments, etc. The sergeant-at-arms serves as the ex-officio member of this committee.

*Suggested activities:* plan for members and their guests to attend a live theater performance; plan a summer swim party for members and guests; be responsible for a small gathering with refreshments after each chapter meeting.

**Leadership Development** Activities organized by this committee provide opportunities and practice for all members to become better leaders.

*Suggested activities:* conduct a parliamentary procedure workshop; conduct a public speaking event; sponsor a career day.

**Business and Industry Resource** Local companies are often willing, if asked, to help students in their technology education activities. This committee identifies businesses and industries willing to support and participate in TSA activities.

*Suggested activities:* identify and make a list of local businesses and industries interested in participating in TSA activities; plan a field trip to a local business or industry site; arrange for presentations by guest speakers at chapter meetings.

**Recognition** Keeping up with all the TSA competitive events, their rules and regulations, is a full-time job. This committee maintains a list with necessary rules, regulations, and deadline dates for applications of all TSA competitions. The members of this committee also plan and organize competitions and award/recognition events on a local level.
Suggested activities: plan an open house where student projects are displayed and awards given for achievement; present a program to the chapter membership about regional, state, and national competitive events; plan a local competitive event activity.

Nominating This committee prepares a slate (list) of persons who are potential candidates for office for the local chapter. The committee should screen members during the year who demonstrate leadership ability and dedication to the TSA organization. Following committee approval, it is the committee’s responsibility to determine if the selected individuals are willing to serve as officers. From the response of the potential candidates, the final slate is developed for presentation to the membership.

SPECIAL COMMITTEES
A special committee or task force is appointed for the specific purpose of carrying out an activity that is not the responsibility of any standing committee. When the activity is completed, the committee is dissolved. The committee is usually made up of members who also serve on other committees.

For example, if a chapter wants to publish a small chapter handbook, a special committee (the Handbook Committee) can be formed from members of the finance, constitution, public relations, and membership committees. After completion of the project, members of the special committee resume their prior committee duties. The president is responsible for appointing the chairperson of a special activities committee.

WHAT IT TAKES TO BE A SUCCESSFUL CHAIRPERSON
Since most of the work of the association is done by committees, the president strives to appoint persons who are knowledgeable and interested in the kinds of activities carried out by specific committees, and who can organize and lead others to follow through on a project.

The committee chairperson is responsible for organizing the activities of the committee and giving direction to its members as they carry out their responsibilities. Specifically, the committee chairperson should do the following:

• Call committee meetings when necessary.
• Preside at committee meetings and conduct them in an orderly fashion according to parliamentary procedure.
• Appoint a recorder who is responsible for keeping written records of issues discussed and business transacted within the committee.
• Explain to the committee the overall task for which it is responsible.
• Lead the committee in its discussion of the task to be completed and the procedures to be used.
• Prepare, with the help of the recorder, a report describing what has been done by the committee for submission to the vice-president.
• Be prepared to make an oral report at the regular chapter meeting to keep chapter members up to date on the committee’s progress.
• The committee chairperson not only presides over his/her committee meeting but also
Section II: Organizing Your TSA Chapter

is its discussion leader. The chairperson should be sure that all discussion is related to
the committee’s task. There are several methods that can be used to help a committee
accomplish its task.

Round-Table Discussion
The most common technique used for small groups, the round-table discussion, is a face-to-face
exchange of ideas. It is informal and gives everyone a chance to participate. The chairperson
should make sure that the problem is defined so that each member knows what direction the
discussion must take. If the discussion gets off track, the chairperson should get it back on target
with a statement such as, “That is very interesting, but how does it pertain to ___________?”

Brainstorming
The technique of “brainstorming” can be used by any small group. The function of this technique is
to produce as many ideas as possible within a specific time limit (usually 15 minutes). There can be
no criticism or challenge of any idea by any other person in the group. The session is very informal,
and everyone is encouraged to participate. Ideas are suggested and displayed so that everyone
can see them. No positive idea is rejected. At the end of the session duplicate and unworkable
ideas are eliminated. Those ideas remaining should have interesting potential and features that
are workable.

Regardless of the discussion technique, chairpersons should keep the following principles in mind
when attempting to involve an entire committee in an effort of teamwork:

• Encourage all committee members to take part; avoid directing your words only to the
  more vocal members.
• At every turn, ask for suggestions and ideas; make a genuine attempt to see that the
  outcome is a product of the whole group; especially avoid forcing your own ideas on the
  group.
• From time to time, summarize the discussion to clarify points of agreement and
  disagreement. Summarize once more at the end to ensure that there is a common
  understanding of any decision or action on which the committee is ready to vote.

MEETING TIPS AND TRICKS

• Start the meeting with the mission of the organization. The objective of the meeting also
  should be clearly stated so that everyone is focused on the same issues.
• Review member roles so that everyone is reminded of individual responsibility and
  expected contributions.
• Assign a time limit to each area of discussion before beginning the agenda. It is okay
  to extend the discussion time as long as everyone agrees. It is also appropriate to limit
  individual member discussion time.
• Identify ground rules for the meeting before discussion begins (e.g., one person speaks
  at a time, no note passing, no side conversations, etc.)
• Encourage members to keep discussion focused. If an idea comes up unrelated to the
  one under discussion, put that idea in the “parking lot” and come back to it later. Do not
let the group get distracted.

- Feel free to take quick, unscheduled breaks if attention or effectiveness declines. A general rule is a quick five-minute break for every 45-60 minutes of discussion.

- Ineffective meetings are most likely due to an ineffective meeting process. Feel free to take control and stop the meeting to focus the group on ground rules, time, objectives, etc. Simply forging ahead can waste time and energy.

- Never end without summarizing the discussion, previewing the next agenda, and evaluating the group’s process and effectiveness.

- Remember that decisions made by consensus rather than vote have a better chance of acceptance, buy-in, ownership, and successful implementation. Voting is quicker, but it alienates. Consensus takes longer, but it is more beneficial.

- Take notice of body language as a gauge of progress. Also, keep track of quiet members; they are often overpowered by more vocal members and frequently have a wealth of knowledge waiting to be tapped. To save time, invite their participation early.

- Don’t be discouraged by disagreement; it is a sign of a good meeting. Disagreement breeds creative thought and opens the door to innovative plans and group ownership. However, it is important that the disagreement be constructive and not destructive, professional and not personal.

From TRI Leadership Resources, Tustin, CA.
SECTION III: MANAGING YOUR TSA CHAPTER

How to hold and structure chapter meetings, a yearly program of work, and fundraising ideas.
SAMPLE TSA CHAPTER BYLAWS

Bylaws of the (School Name)

Technology Student Association

ARTICLE I  NAME

SECTION 1  The official name of this organization shall be the “(School Name) Technology Student Association” and may be referred to as “(School Name) – TSA.”

ARTICLE II  PURPOSES

SECTION 1  The general purposes of this organization are:

• To promote leadership, teamwork, and scholarship.
• To promote the technology education program of (school name).
• To increase the knowledge and understanding of industry and society and its relationship to technological advancement.

SECTION 2  The specific purposes of the Association are:

• To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
• To promote high standards of workmanship and safety.
• To assist in providing guidance and counseling for students enrolled in our technology education program and in making meaningful choices in selected occupational fields.
• To develop consumer knowledge in students.
• To provide career information pertaining to a broad range of occupations.
• To provide exploratory experiences in technology laboratories, and observations in business or industry to acquaint students with jobs in different careers.
• To promote and encourage all students in creative expression.

ARTICLE III  MEMBERSHIP

SECTION 1  (School Name) TSA will recognize membership through its local chartered chapter, if all constitutional requirements of the Technology Student Association (TSA) are met.
SECTION 2  (School Name) TSA will be chartered as a member of TSA, Inc., upon approval of (Your State) TSA Incorporated.

SECTION 3  (School Name) TSA will recognize student membership through local chapter affiliation with the Technology Student Association.

SECTION 4  The (School Name) TSA chapter will govern membership eligibility.

SECTION 5  Active members shall be students enrolled in or having completed any Technology Education course. An active member shall pay dues and may be declared to hold office, to participate in competitive events and projects, to serve as a voting delegate or otherwise represent his or her chapter in (School Name) TSA affairs as may be approved the (School Name) TSA Bylaws.

SECTION 6  Membership in TSA is from July 1 to June 30.

SECTION 7  Alumni membership may be obtained after graduation from school by paying annual dues. Alumni members cannot vote or hold office.

SECTION 8  The Chapter Officers shall consist of a: President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-Arms.

SECTION 9  An executive committee shall serve as a credential committee to review all chapter officer candidates and their qualifications. Also, the executive committee will have the right to fill by appointment any vacancy that occurs in the chapter officers for the unexpired term, except the office of President, which shall be filled by the Vice President.

ARTICLE IV  VOTING

SECTION 1  All registered voting delegates in attendance at the general assembly shall constitute a quorum for the transaction of any business.

ARTICLE V  MEETINGS

SECTION 1  Officer’s meetings will be held (at least once a month). The time and place of the meeting will be designated by the (School Name) TSA executive committee.

SECTION 2  The chapter officers and the chapter advisor shall have the right to set up special meetings.

SECTION 3  There shall be an election of chapter officers held (enter the date determined by the local executive committee).

SECTION 4  Parliamentary procedure for Robert’s Rules of Order, Revised shall govern all meetings of the (School Name) TSA.

ARTICLE VI  CHAPTER OFFICERS

SECTION 1  Chapter officers shall be elected by a majority of delegate votes cast at a general meeting (enter the date determined by the local executive committee) to hold office for the coming year and until new officer are elected.

SECTION 2  Graduating seniors are not eligible to be a candidate for a chapter office.
ARTICLE VII  DUTIES OF OFFICERS

SECTION 1  President
The chapter President shall:
• Preside at and conduct meetings according to parliamentary procedure.
• Appoint committees and serve as ex officio member of each committee.
• Keep the meetings moving at an interesting pace.
• Call upon other officers to take the chair when necessary or desirable.
• Keep association activities progressing in a satisfactory manner.
• Represent the association in outside activities.
• Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

SECTION 2  Vice President
The chapter Vice President shall:
• Assist the President.
• Record member votes.
• Succeed the President in case of vacancy.
• Serve as chairperson of the membership and program committee.
• Meet with and be responsible for all committees.

SECTION 3  Secretary
The chapter Secretary shall:
• Prepare and read the minutes of each meeting.
• Count and record member votes.
• Read correspondence and communications at meetings.
• Keep association permanent records.
• Post notices to members pertaining to association activities and send invitations to guests.
• Be responsible for association correspondence.
• Call the meeting to order in the absence of the presiding officer.

SECTION 4  Treasurer
The chapter Treasurer shall:
• Report financial standing at each meeting. (A written report should be provided to each officer.)
• Keep an accurate record of receipts and payments.
• Obtain and present ideas and suggestions for increasing the treasury and financing activities.

• Keep the state TSA advisor apprised of the financial changes of the (School Name) TSA.

SECTION 5 Reporter
The chapter Reporter shall:
• Prepare articles for publication.
• Contact members to obtain news regarding the association.
• Contact personnel in charge of other publications and provide copy conforming to their requests.
• Act as historian of the chapter.
• Assist with planning and arranging TSA exhibits for school and community functions.
• Act as editor of chapter publications with the responsibility of developing and publishing.

SECTION 6 Sergeant at Arms
The chapter Sergeant at Arms shall:
• Serve as parliamentarian for the chapter.
• Arrange meeting rooms and care for chapter paraphernalia.
• Be responsible for comfort of those present at the meeting.
• Assist officer candidates prior to and during elections.
• Arrange entertainment, refreshments, and other details related to meeting programs.
• Serve as chairperson for the welfare committee.

ARTICLE VII THE (SCHOOL NAME) TSA ADVISOR
SECTION 1 It is recommended that a Technology Education teacher serve as the chapter advisor; however, in the case where there is no such interested teacher, a state certified educator may be appointed by the school’s principal. The appointed advisor will have all the rights and privileges of a regular advisor as long as he/she maintains his/her chapter standing.

ARTICLE IX ORGANIZATION
SECTION 1 The (School Name) TSA is comprised of Technology Education students in our school.
SECTION 2 The administration of (School Name) TSA interests will be vested in the Chapter Advisor and the Chapter Officers.

ARTICLE X FINANCES
SECTION 1 The (School Name) TSA will be responsible for dues as determined by the executive committee and chapter advisor.
SECTION II: Organizing Your TSA Chapter

SECTION 2
The (School Name) TSA shall prepare a budget including receipts and expenditures, for presentation at chapter general assembly meetings.

ARTICLE XI
EMBLEM AND COLORS

SECTION 1
The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about 1/3 the size, is the name of the association—Technology Student Association—in white letters on a red background. The top portion of the emblem is a blank, red, rectangular shape, the same size as the bottom area. This portion is intentionally left blank so that each state can put its own name on the emblem if desired.

SECTION 2
The colors of (School Name) TSA shall be scarlet (red) PMS 1795, white, and navy blue PMS 286.

Scarlet (red)—represents the strength and determination of the technology education students and teachers to obtain their goal.

White—represents the high standards, morals, and religious beliefs we hold.

Blue (navy)—represents the sincerity of the technology education students and teachers in obtaining a greater knowledge of our technological world.

ARTICLE XII
MOTTO AND CREED

SECTION 1
The motto of the (School Name) Technology Student Association will be “Learning to live in a technical world.”

SECTION 2
The creed of the (School Name) Technology Student Association will be:

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.

ARTICLE XII
AMENDMENTS

SECTION 1
An amendment to these Bylaws must be submitted in writing by an active member, at least ninety (90) days prior to the annual meeting.
SECTION 2  The proposed amendment must be approved by a three-fourths majority of the voting delegates present at the annual meeting.

SECTION 3  Amendments will become effective in sixty (60) days unless a different time period is stipulated.
CHAPTER MEETINGS

SETTING THE AGENDA

All TSA officers should be familiar with the standard order of business for TSA meetings. Prior to each regularly scheduled meeting, the president should meet with chapter officers to plan the agenda. The agenda is a list of activities and topics to be brought before the membership for discussion at the next meeting. This group should examine the minutes from the previous meeting to recall any unfinished business that must be included.

A thorough knowledge of the order of business is important to the president, vice-president, and secretary for other reasons as well:

The president must conduct every TSA meeting according to the standard order of business. This is accomplished by always handling the items of the agenda in a certain sequence, from the call to order until the adjournment. The president should memorize the order of business to avoid having to refer constantly to the printed agenda.

The vice-president must know the order of business because it is his/her role to preside at TSA meetings when the president is absent or when the president opts to enter debate. The vice-president also needs to know the order of business because he/she is responsible for assisting with the preparation of meeting agendas.

The secretary works with the vice-president to prepare each meeting agenda according to the official order of business. Also, the secretary must record the minutes of each meeting by reporting the elements of the meeting according to the order of business.

Order of Business/Agenda

1. Call to Order
2. Opening Ceremony (includes roll call, introduction of visitors)
3. Reading of Minutes
4. Officer and Standing Committee Reports
5. Special Committee Reports
6. Unfinished Business
7. New Business
8. Announcements
9. Program
10. Closing Ceremony
OPENING AND CLOSING CEREMONIES

Information in italics is for direction and is not read.

OPENING CEREMONY

At the prescribed time for the meeting, the president assumes his/her position behind the rostrum in the front center of the room. Other officers are seated to the left and right of the president in a slightly arched line. They are seated in this order, from left to right: immediate past president, vice president, treasurer, secretary, president, parliamentarian, reporter, historian, sergeant-at-arms.

President Raps gavel twice. Will the meeting please come to order? Mr./Madam Sergeant-at-Arms, are all the officers in their places?

Sergeant-at-Arms They are, Mr./Madam President.

President Raps gavel three times for assembly to rise. Mr./Madam Sergeant-at-Arms, Please lead the assembly in the pledge to the flag of the United States of America.

Sergeant-at-Arms Officers salute...pledge. Leads pledge to flag.

President Raps once and assembly is seated. Mr./Madam Secretary, will you please call the roll?

Secretary Mr./Madam Sergeant-at-Arms.

Sergeant-at-Arms Present. The symbol of my office is the hearty hand shake, and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.

Secretary Mr./Madam Historian.

Historian Present. The symbol of my office is the scroll, and it is my responsibility to serve in any capacity as directed by the president; to keep up to date information on the history of the association; to keep an accurate and current record book of the organization’s activities; and to be available, as necessary, to promote the general welfare of the association.

Secretary Mr./Madam Reporter.

Reporter Present. The symbol of my office is the beacon tower, and it is my duty to see that our school community and national association have a complete report of our organization’s activities.

Secretary Mr./Madam Parliamentarian.

Parliamentarian Present. The symbol of my office is the open book, which represents Robert’s Rules of Order. The duties vested in me by my office are to serve in any capacity as directed by the president; to assist in conducting all meetings, according to parliamentary procedures as set forth by Robert’s Rules of Order, Newly Revised; and to be available, as necessary, to promote the general welfare of the association.

Secretary Mr./Madam President.
President Present. The symbol of my office is the gavel. The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization. Mr./Madam Secretary.

Secretary Present. The symbol of my office is the pen, and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this organization. Mr./Madam Treasurer.

Treasurer Present. The symbol of my office is a balanced budget. It is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

Secretary Mr./Madam Vice President.

Vice President Present. The symbol of my office is a star. It is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our association.

Secretary Mr./Madam President, all officers are present and in their places. Secretary calls the roll of the general membership.

President Mr./Madam Sergeant-at-Arms, do we have guests present?

Sergeant-at-Arms If so: Yes, Mr./Madam President. As guests today, we welcome... If none: No, Mr./Madam President.

MINUTES

President Mr./Madam Secretary, we are ready to transact our business. Please read the minutes of our last meeting.

Secretary The secretary stands and reads the minutes.

President After the satisfactory reading of the minutes, the president asks: Are there any questions or corrections?

If there are none, he/she says: The minutes stand approved as read. The assembly will hear the treasurer’s report.

PRESENTATION OF REPORTS

At this time any reports of officers, boards, and standing committees are read.

President You have heard the reports of the officers/boards/committees. What is your pleasure? At this point the membership can discuss the report(s), suggest changes, make motions to accept, reject, or revise the report(s).
OPEN FORUM

President The floor is open for discussion of unfinished business from the last meeting.

At this time suggestions for action not discussed before by the association would be introduced. Is there any new business?

President When the president feels that the discussion is complete, he asks: Does anyone desire to make a motion? If no motion is made, the meeting is ready for any other proposals.

President Is there any new business?

CLOSING CEREMONY

President The officers will recite the TSA Creed. Raps three times; assembly rises. Will the assembly repeat the TSA Motto after me: “Learning to live in a technical world.”

Assembly Assembly repeats the motto.

President Does anyone know any reason why this assembly should not adjourn? Pause. I declare this meeting adjourned until a special meeting is called or until our next regular meeting. Raps once with gavel.

PARLIAMENTARY PROCEDURE

A system of rules that governs the conduct of TSA meetings is called parliamentary procedure. This set of rules guarantees the rights of each member. The book used by TSA to answer all questions concerning parliamentary procedure is Robert’s Rules of Order, Newly Revised, upon which this section is based.

Purpose

All successful TSA chapters hold regular, well-planned meetings that allow members to become involved. Parliamentary law is designed to accomplish four main objectives. In a properly conducted business meeting, it guarantees the following:

• One thing at a time is handled.
• Courtesy to everyone is extended.
• The majority rules.
• The rights of the minority are protected.

Voting Procedures

The membership ordinarily uses one of four methods of voting:

• Voice vote, by saying “aye” or “no”
• Rising vote, by standing
• Show of hands, by raising hands
Section III: Managing Your TSA Chapter

- **Ballot**, a written vote

In order for official business to be transacted, a **quorum** must be present. Unless otherwise stated in the bylaws, half or more of the active membership constitutes a quorum.

Most votes require a **majority**, which means more than half of the members are present when the vote is taken. In the event of a tie, the president may cast the deciding vote. When a motion will limit the rights of a member or members, a **two-thirds vote** is required. With sixty members voting, for example, forty would be a two-thirds majority. A rising vote is needed to verify a two-thirds vote.

**Requirements for a Meeting**

There are three requirements if a meeting is to take place:

- A presiding officer
- Someone to keep record of what takes place
- A group of other officers and members who present the motions and take part in the proceedings

The **president** presides but does not direct. The president may not enter into the discussion, nor may the president introduce new items of business. The president may vote to break a tie, or to make a tie, and the president may vote by ballot.

The **secretary** prepares copies of the agenda for each meeting and keeps an accurate record of the actions taken by the group.

**Parliamentary Tools Used at Meetings**

**Main Motion**

The **main motion** is used to get group approval for a new project or some other course of action. Use the following procedures:

The member rises and addresses the chair: "Mr. Chairman or Madam Chairman."

When recognized, the member begins the motion with these words:

"I move that..." or "I move to..."

Never, under any circumstances, say "I make a motion..." To do so indicates ignorance of both parlance and grammar.

Following the motion, a second is needed to make sure that at least two of the members are interested. If no one seconds the motion, the president will say: "The motion is lost for want of a second." If, however, a second is secured, the president repeats the motion and informs the members what action is needed. If the motion is debatable, for example, the chair will call for discussion by saying:

"It is moved and seconded that we **state the motion**. Is there any discussion?"
Section III: Managing Your TSA Chapter

Every member has a right to be heard (this means to obtain the floor and to speak for or against the motion). No member may present another main motion or discuss another item of business while the first motion is on the floor. When there is no further discussion, the president calls for the vote, first repeating the motion to avoid misunderstanding. The proper form to use is:

President: “All those in favor of the motion to __________, signify by saying ‘Aye,’ (Members respond.) ” All opposed, say ‘No.” (Members respond.)

President: “The ‘Ayes’ have it; the motion is carried.”

or

“The ‘Noes’ have it; the motion fails.”

Sometimes the vote is very close, but the president is required to give a decision. One may think the president is in error and that his/her decision is wrong. To correct this situation, he/she should call for a division of the house. This is a right of personal privilege, and the president must act on the request. The president must call for a vote that can be accurately counted.

President: “A division of the house has been called. All in favor of the motion, please stand (or raise your right hand). All opposed, please stand. The motion ________ is (carried/defeated).”

Amendment to a Motion

If a member favors the main motion in general, but feels that it could be improved, there are five common ways to present amendments:

• by addition
• by substitution
• by striking out
• by inserting
• by inserting and striking out

As an example, the following motion has been presented properly and has received a second: “... that our chapter purchase 1000 book covers for sale to our members.”

Member: Madam Chairman, I move to amend the motion by adding the words: ... that our chapter purchase 1000 book covers for sale to our members and other interested people.”

President: “It is moved and seconded that we amend the motion by adding the words and other interested people, so that the motion, if amended, will read that we purchase 1000 book covers for sale to our members and other interested people. Is there any discussion on the amendment?”

Discussion from assembly continues until the president judges it is time for a vote.

President: “The vote is on the amendment that we add and other interested people to the original motion. Those in favor of the amendment say ‘Aye.’ Pause. Those opposed, “No.””
“The ‘Ayes’ have it, and the amendment, which reads that our chapter purchase 1000 book covers for sale to our members and other interested people, is carried. Is there any discussion on the motion as amended?”

or

“The ‘Noes’ have it and the amendment is lost. Is there any further discussion on the original motion?”

A member can also amend a motion by substituting or striking out. Below are examples:

Substituting “. . . that our chapter purchase 2000 book covers for sale to our members.”

Striking out “. . . that our chapter purchase 1000 book covers for sale.”

After an amendment has been offered, it requires a second. It is also permissible to offer an amendment to the amendment. In any case, the amendments and motions are voted upon in reverse order of their presentation. Amendments are used to modify a motion, not to change its entire meaning. If one wishes to change a motion completely, there should be a vote against the motion itself.

There are a few other motions that every member must be able to use. Each motion has a reason for its use. Suppose a member feels that the motion under consideration is probably a good one, but thinks the chapter is not ready to vote on it at this time. There are motions available to handle such situations.

The member could present a motion to postpone definitely:

“I move to postpone action on this motion until our next regular meeting.”

If seconded and carried, this motion must appear under unfinished business at the next meeting in its debatable form.

Perhaps the member feels that the motion is not worth considering now or in the future. In this case, he/she should move to postpone indefinitely.

“I move to postpone action indefinitely on this motion.”

If seconded and carried, it would require a motion to reconsider in order to bring it up again.

A motion to lay on the table often accomplishes the same thing. The major differences are that this motion is not debatable and, once tabled, requires a motion to take from the table at the same meeting or next regular meeting or it ceases to exist.

“I move to lay this motion on the table.”

or

“I move to take from the table the motion that __________, tabled at our previous meeting”.

Neither of these motions is debatable nor amendable, and both require a majority vote.
Suppose a motion before the chapter is taking a lot more time than is needed. To speed the process, a member may say:

“I move the previous question...”

This motion requires a second, is neither debatable nor amendable and, since it limits the rights of the members, calls for a two-thirds vote. If it carries, the original motion must be voted upon at once, using a rising vote so that the two-thirds vote can be verified.

There is another way to get the meeting moving again. This is the motion to limit debate. Here one limits either the amount of time allowed or the number of speakers.

“I move to limit debate on this motion to an additional five minutes.”

or

“I move to limit debate to one additional speaker on each side of the motion.”

This limits the rights of the members with an undebatable motion that requires a second and a two-thirds vote. If passed, the president must abide by the restrictions and call for a vote when either the time commitment or the number of speakers has been completed.

Sometimes one may wish for more information before making a final decision on an item of business. The motion to refer to committee will serve this purpose.

“I move to refer this motion to a special committee of three, appointed by the chair, to report at our next meeting.”

When the committee reports, then this motion is before the membership again in its debatable form.

The president’s responsibilities include that of making frequent decisions that may involve the membership. Perhaps the president announces a change in meeting date without authority to do so. Here one would direct an appeal from the decision of the chair.

“I appeal from the chair’s decision regarding our next meeting date.”

The president then states the following:

“Those sustaining the decision of the chair please signify by saying ‘Aye’, those opposed, ‘No.’”

After the vote, the president announces the decision by stating the following:

“The decision of the chair is sustained or reversed.”

In a somewhat similar kind of action the president might declare that a certain motion is debatable while the member believes that this is not the case. In this situation the member should direct a parliamentary inquiry:

“I rise for a parliamentary inquiry.”

*The president gives permission to place the inquiry and the member continues:*
“It is my opinion that the motion is undebatable.”

Normal procedures would then be to ask for an opinion from the parliamentarian. A parliamentarian never renders a decision, only an opinion.

The tool most commonly used by members is **rising to a point of order**. There are many instances where this action is used. Suppose someone begins to discuss a motion that has not yet received a second. The action should be:

**Member:** “I rise to a point of order.”

**President:** “State your point of order.”

**Member:** “Discussion is not in order since this motion has not received a second.”

**President:** “Your point is well taken. There will be no further discussion until the motion receives a second.”

A member might present a motion and wish that he/she had not placed that action up for consideration. Up to the time the president states the motion, the motion is the property of the member who may **withdraw the motion**. After the president states the motion he/she may rise and say the following:

“I request permission to withdraw this motion.”

The president asks if anyone objects. If not, the motion is withdrawn.

The rules of parlance give the membership plenty of opportunities to protect their rights. Suppose one cannot hear the speaker. By asking a **question of privilege**, the member ensures his/her rights:

**Member:** “I rise to a question of privilege.”

**President:** “What privilege do you request?”

**Member:** “It is not possible to hear the speaker. Could he/she use the microphone, please.” In most instances the privilege will be granted.

**President:** “The requested privilege is granted.”

Sometimes the membership makes mistakes in its decisions and wishes to change a previous action. Later in the same meeting a member may **move to reconsider** provided he/she voted on the winning side of the motion in question.

“I move to reconsider the motion concerning __________.”

If the motion carries, the original motion is back on the floor for further discussion, if debatable, or for another vote, as the case may be.

In rare instances the membership may make a very serious mistake and desire that the decision be erased. This may be accomplished by a **motion to rescind**.
“I move to rescind the action taken...”

If seconded and passed by a two-thirds vote, the secretary is instructed automatically to strike from the minutes all records of the action involved.

Although a regular order of business is followed at meetings it may become necessary to make a temporary change. Perhaps the guest speaker, scheduled last on the agenda, has another appointment. This problem is solved by a motion to **suspend the rules**.

“I move that we suspend the rules to allow our speaker to be heard at this time.”

This motion is not debatable and requires a two-thirds vote.

TSA seldom uses the motion to **adjourn** since it is built in to the closing ceremony.
ICEBREAKER ACTIVITIES

Groups often need a way to start their meeting so that all participants are comfortable. The following are ideas you might use as icebreakers for an initial TSA meeting. Some ideas are followed by a URL to identify where they came from – there may be additional ideas at that website.

BRAINSTORM!

Break the meeting into teams of four or five. Give each team a topic. Pick topics that are fun and simple like, “What would you take on a trip to the desert?” or “List things that are purple”. Give your teams two minutes, no more, and tell them “This is a contest and the team with the most items on their list wins.” Encourage the teams to write down as many things as they can and not to discuss anything, just list things as quickly as possible. At the end of two minutes, the team with the most items on their list wins! This helps people to share ideas without fearing what other people will think.

FACT OR FICTION

Have everyone write down three surprising things about themselves, two of which are true, and one of which is made up. Each person, in turn, reads their list and then the rest of the group votes on which “fact” they feel is the “false” one. If the group does not correctly pick a person’s made up “fact”, then that person wins. A group can have more than one winner. At the end, the whole group votes on which of the “winners” of the final round, had the most deceiving “fact”. This helps people get to know and remember their colleagues.

NAME TAGS

Prepare nametags for each person and put them in a box. As people walk into the room, each person picks a nametag (not their own). When everyone is present, participants are told to find the person whose nametag they drew and introduce and say a few interesting things about themselves. When everyone has their own nametag, each person in the group will introduce the person whose nametag they were initially given and mention something of interest about that person. This helps participants get to know and remember each other.

DESERT ISLAND

Group people in teams of five or six and tell them they will be marooned on a desert island. Give them 30 seconds to list all the things they think they should take and each person has to contribute at least three items. At the end of 30 seconds, tell the teams they can only take three things. Have the person who suggested each item on the list tell why they suggested it and defend why their item should be one of the chosen three. This helps the team learn about how each of them thinks, get to know each other’s values, and how they solve problems.
LINE UP

As people enter your meeting hand each one a piece of paper with a different number written on it. Ask the group to arrange themselves in numeric order without using their voices, hands, or showing their number. This helps the team to think of other ways to communicate with each other and to work together to achieve a common goal.

MEET AND GREET SHOE PILE

This works great in large groups and is a variation of the name tag ice breaker. Have everyone take off one of their shoes and throw it into a pile. Have each group member pick up a shoe and walk around the meeting room greeting other people as they try to match their selected shoe to the one another team member is wearing. This is a great way for new people to meet several members in a group.

http://ezinearticles.com/?Top-10-Meeting-Ice-Breakers&id=776311

LADDER NAME GAME

Each person in the group says his/her name and the name of all the preceding people. The first person says only his/her name; the last person must say the names of everyone in the group. This is a good ice breaker for people who are getting together for the first time but will be working closely together in the future.

http://nonprofitmanagement.suite101.com/article.sfm/free_meetingIce_breaker_ideas

TAKE A STAND

The purpose of this question is for students to get a feel about their peers’ positions on various matters. Unless you make the survey aspect of the exercise clear, students may think it is ridiculous despite their enjoyment of the physical activity.

The teacher puts one long line of tape down the center of the room, pushing desks out of the way so that students can stand on either side of the tape. The teacher reads statement with “either-or” answers such as, “I prefer night or day,” “Democrats or Republicans,” “lizards or snakes.” Statements can range from silly trivia to serious content.

After hearing each statement, students who agree with the first response move to one side of the classroom and those agreeing with the second, to the other. Undecided or middle-of-the-roaders, straddle the line.

BIRTHDAY LINEUP

Students are instructed to line themselves up around the perimeter of the room according to their birth date. The challenge is to do it without speaking or writing.
JIGSAW SEARCH

Students especially enjoy the search aspect of this activity.

The teacher prepares construction paper jigsaw puzzle shapes of several different colors. The shape may be symbolic of a topic being introduced. These are cut as a jigsaw puzzle with the number of pieces matching the desired group size from two to four.

The teacher allows students to select one puzzle piece from a container as they walk into the room. At the designated time, students search the room for peers who have puzzle pieces that fit theirs and then team up with those students to perform a task. Some interesting tasks might be introducing a partner, making a poster to define a concept, decorating puzzle pieces, and making a mobile. Having students print their names on both sides of their puzzle piece might facilitate name learning during the search activity. The names could be erased or crossed out if puzzle pieces are reused.

Note: If the number of puzzle pieces does not match the number of students in the room, some students will not have a complete group. Left over puzzle pieces can be placed on a table for students to check to see if their group will be short members. To avoid groups being short members you could use two-piece puzzles and participate with a student left out yourself.

http://712educators.about.com/cs/icebreakers/a/icebreakers.htm

POST-IT NOTES

Take out about 100 post-it notes and then give one to each student. Students get in circle. Each student writes a noun (person, place, or thing) on the card. Then they stick the post-it on the forehead of the person to their right, noun showing. Each person then gets a turn to ask the group a “yes/no” that will help them guess what it is. If they don’t get it right, move on to the next person in the circle clockwise. You can give a prize to the three people that take the least number of guesses to get it right.

http://www.teach-nology.com/ideas/ice_breakers/
STRUCTURING A PROGRAM OF WORK

Included in this section is a “calendar of activities” that presents a possible plan for the school year at a glance and descriptions of selected TSA activities. Each activity meets the criteria for technology education by reinforcing student understanding of the concepts, processes, systems, and impact of technology on society.

Activities should relate to the technology education curriculum and can begin as classroom or laboratory activities. Although the activities have been listed by month, local chapters may of course make schedule changes to fit a particular school’s calendar.
## CALENDAR OF ACTIVITIES

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
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<tbody>
<tr>
<td>Plan Activities and Train New Officers</td>
<td>Affiliate Chapter for the Year Conduct First Chapter Meeting Establish Committees for Chapter Activities</td>
<td>Promote Safety and Efficiency with Tools and Materials Promote Membership and Involvement Celebrate TSA Week</td>
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<tr>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produce Product or Service of Economic Value</td>
<td>Market Manufactured Product</td>
<td>Invite Speakers and Arrange Tour of Technology Company or Industry</td>
</tr>
</tbody>
</table>

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<tr>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
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</thead>
<tbody>
<tr>
<td>Coordinate School or Community Service Project</td>
<td>Prepare for Regional Competitions on Campus Explore Career and Education Program Opportunities</td>
<td>Register for State Conference and Competitions Earth Week Activity</td>
</tr>
</tbody>
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<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
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</thead>
<tbody>
<tr>
<td>Arrange Election of Officers for Next Year Register for National TSA Conference</td>
<td>Recognize Students for Achievements Participate in National TSA Conference</td>
<td>Promote Technology Education at Fairs and Malls</td>
</tr>
</tbody>
</table>
PLAN ACTIVITIES AND TRAIN NEW OFFICERS

(AUGUST)

WHY: To train new officers for their role as leaders. Planning the program of activities and calendar will motivate and involve officers in their responsibilities.

WHEN: Mid-August, before school begins. One day (or more) should be allocated; use evenings if students have daytime summer employment.

WHERE: In a location with tables, chairs, and access to food. Try to find a home, community room, or a corporate or school board conference room.

WHO: All technology teachers/advisors should arrange this planning session by selecting the date, location, and planning/training process to follow.

WHAT: Features of the planning/training session are:

1. All new officers and every teacher/advisor should attend. Consider inviting selected outgoing officers.
2. Start planning by asking group to brainstorm a list of strengths and weaknesses, opportunities, and problems for the chapter.
3. Ask members to describe their vision of their chapter.
4. Identify five key programs that could generate results by the end of the year.
5. Record specific programs and dates for activities. Enter these on the “Calendar of Activities.”
6. Accept volunteers for activities, and list students, classes, and committees who may help.
7. Provide a meal, refreshments, and social/recreational breaks during planning session.
8. Request a written report or plan of action from each person.
9. Train officers to:
   a. Conduct meetings of the local TSA chapter.
   b. Select and train members for work on committees that will accomplish selected activities.
   c. Use the school calendar to involve the TSA chapter in other school activities.
ORGANIZE MANAGEMENT SYSTEM IN EACH CLASS

(SEPTEMBER)

WHY: To involve students in the management of classroom and laboratory activities through a management system. Students learn the responsibilities of organizations by assisting teachers with routine class procedures that include planning, maintenance, record keeping, and course-related experiences.

WHEN: Early September —during first weeks of school. Rotation when appropriate.

WHERE: In each technology class, for management of class and laboratory activities.

WHO: Teacher outlines duties of each officer and organizes a group of officers so that the president becomes responsible, along with other officers.

WHAT: The class management system will feature:

1. At least six officers, along with other lead personnel.
2. Committees that are organized to meet the needs of the class organization or chapter activities.
3. An organization chart that is on display for student use.
4. Officers who conduct class meetings and daily routines.
5. A standard meeting agenda and procedures, with reports given as appropriate.
6. Class representatives designated to attend chapter meetings.
7. The rotation of class officers and chapter representatives when appropriate.
8. Appropriate use of relevant lessons and handouts.
CONDUCT FIRST CHAPTER MEETING

(SEPTEMBER)

**WHY:** To stimulate interest in joining and participating in the school TSA chapter. At the first chapter meeting, activities are announced, officers are elected or introduced, and technology related activities are distributed for classes, committees, and members.

**WHEN:** September, or during first thirty days of school year. Before this meeting, the officers and advisors meet to plan a chapter calendar of activities for the year and the agenda for the first meeting.

**WHERE:** Technology education classroom, laboratory, or any classroom in the school.

**WHO:** Technology teachers advise officers and assist with planning and operation of the meeting.

**WHAT:** The first chapter meeting features these items of business:

1. Introduce officers or candidates for office.
2. Approve and distribute chapter’s calendar of activities.
3. Establish best time and days for chapter meetings.
4. Identify the role of each technology class in chapter activities.
5. Introduce and ask for a report from each class representative.
6. Use information and handouts from guides.
ESTABLISH COMMITTEES FOR CHAPTER ACTIVITIES

(SEPTEMBER)

WHY: To encourage member involvement by having students establish activities of the chapter, and then plan for the management of activities throughout the year.

WHEN: September—as soon as the chapter prepares a chapter calendar of activities.

WHERE: In a school chapter, with a committee to carry out each planned activity.

WHO: Officers meet with advisor to determine committees needed and select members.

WHAT: Chapter committee activities will have these features:

1. Chapter calendar of activities should indicate committees needed.
2. Committee rosters should be printed and distributed.
3. Committee chairperson will identify steps to carry out committee functions.
4. Committee assignments for each class will be designated.
5. Information available from national TSA should be used as necessary.
PROMOTE SAFETY AND EFFICIENCY WITH TOOLS AND MATERIALS

(OCTOBER)

WHY: To increase, through various means, the positive attitudes of students toward safe and efficient use of tools, materials, processes, and technical concepts.

WHEN: October—to stimulate early on in the school year the efforts of students to work safely and efficiently.

WHERE: Related activities begin in the technology education laboratory but extend beyond the class to chapter, school, and community. The resulting safety poster(s) may be entered in regional, state, or national competitions.

WHO: Teachers introduce safety to classes and assign activities.

Class officers will manage activities.

Chapter officers will manage community phases with advisor.

A safety committee may be appointed.

WHAT: The activity, which promotes safety practices in work, features:

1. Lectures, films, and demonstrations on safety.
2. Class and chapter work to solve safety problems in lab, school, or the community.
3. Student preparation of safety posters for classroom judging and entry in regional, state, and national competition.
4. The use of a check list for home or school safety.
5. Invitations to guest speakers from industry or the community to discuss safety in the workplace.
PROMOTE MEMBERSHIP AND INVOLVEMENT

(OCTOBER)

WHY: To create interest in technology related activities and the benefits of joining/participating in a Technology Student Association chapter. Promoting membership informs all students of the relationship between technology education classes and a TSA chapter.

WHEN: Ideally early October, so that chapters receive priority service benefits.

WHERE: Membership can be promoted through school-wide announcements, posters, and the school newspaper.

WHO: Teachers/advisors, officers, and the membership committee plan the promotion to involve people in each class and in the chapter. Teachers may request school activity funds to assist with payment of dues or chapter affiliation plan.

WHAT: The membership campaign will involve these features:

1. Chapter plans or approves promotional techniques.
2. Activities and benefits are featured and explained.
3. Letters to parents/guardians explain the Technology Student Association.
4. Each class treasurer organizes a class enterprise to assist with membership dues payment.
5. Each technology education student, or former student, receives an invitation to join.
6. State newsletters are made available to potential members.
7. Enterprise committee plans project to support membership.
PRODUCE PRODUCT OR SERVICE OF ECONOMIC VALUE

(NOVEMBER)

WHY: To learn by simulation how industry produces a product or service needed by someone. The class will democratically select a product and learn to plan, produce, market, and sell it profitably. The earnings will support chapter activities.

WHEN: November—early in the month so that the product can be sold before the winter break. Plan other enterprising activities appropriate to seasons or events.

WHERE: Each classroom/laboratory can select a product or service related to course content. Chapter may contract classes for specific sub-part or service needed.

WHO: Students form a company.

WHAT: A product enterprise involves these features:

1. A company is formed and a product is selected by class members.
2. Committees are formed to carry out specific tasks in production and marketing.
3. Products are sold individually or in bulk (to a sponsoring civic group) before winter break.
4. Enterprise products are displayed at state conferences for recognition in a competitive event.
5. The enterprise activity is developed to be educational, as well as profitable.
MARKET MANUFACTURED PRODUCTS

(DECEMBER)

WHY: To complete the product enterprise activity by selling the product before winter break. Activity may involve students in the sale of items made by private industry. The product may be service project related.

WHEN: December—conduct this activity prior to winter break.

WHERE: Any technology education class may select a product to sell or donate. The school chapter may also sell products or organize a department-wide fund raising activity.

WHO: Class or chapter officers should organize the activity following teacher instruction. Selling a product made by students, or purchased for resale, should involve all students.

WHAT: The distribution of products will feature:

1. The use of an order form to record orders of products.
2. The use of receipts for all cash transactions.
3. Accurate record keeping of materials and finances.
4. Advertising to promote sales.
5. Adherence to school policy.
6. Recognition from the recipient of a donated product.
7. Commercial products purchased for resale, as appropriate.
ARRANGE GUEST SPEAKERS AND TOURS OF TECHNOLOGY SITES

(JANUARY)

WHY: To involve representatives from local industry in class and chapter activities so that students meet these individuals and benefit from their expertise.

WHEN: January—visits may be scheduled for this month, as well as for the remainder of the school year.

WHERE: Technological resource people may be invited to classes, and/or field trips can be planned involving presentations at on site industry locations.

WHO: The technology education teacher/advisor should issues any invitations to technology and community guests. Students and others may provide names of appropriate persons to invite.

WHAT: The involvement of technological resources features:

1. Industry and community resource people who agree to be guest speakers and who arrange tours for a research team or chapter.
2. Resource people who may be advisors to various activities underway in class or chapter.
3. The school principal’s approval of all guests invited to school.
4. Record keeping for thank you letters and future reference.
COORDINATE SCHOOL AND COMMUNITY SERVICE PROJECT

(FEBRUARY)

WHY: To demonstrate the value of technology education to students and others. Students use the knowledge and skills they have learned to plan, organize, and carry out activities or projects that improve, or serve, the school and/or community.

WHEN: February

WHERE: Classes that complete a service project will make a valuable contribution to the school. Chapters may extend services into the community.

WHO: Each teacher will discuss the purpose of a service project to classes. Class officers and service committees will complete the project during Science and Technology Week.

WHAT: The service project will feature:

1. A relation to course content in order to increase students' knowledge and to allow them to demonstrate what they have learned.
2. Class or chapter members should vote on or help in the selection of service to be provided.
3. Final stages of service should extend into Science and Technology Week so that public will understand the value of technology education.
4. Project should be recorded and publicized for recipient or community.
5. Technical demonstrations may be given to public on basic tools, processes, or consumer information.
PREPARE FOR REGIONAL COMPETITIONS

(MARCH)

**WHY:** To provide an annual regional event that builds pride in work well done through recognition of students and programs in leadership development, career exploration, and technical adaptability.

**WHEN:** Between March and April, not less than forty days prior to the state TSA Conference.

**WHERE:** Location designated by university personnel in each region.

**WHO:** The competition is coordinated by faculty at a teacher education institution with the involvement of the respective state supervisor. The TSA state advisor will provide primary resources. A committee of local teachers will assist with planning, and undergraduates may be involved in the operation of the event.

**WHAT:** The regional technology competition will feature:

1. Competitive events.
2. Awards program to recognize student achievements.
3. Education/social/recreational events.
4. Preparation for state and national events.
5. Preparation for state and national competitive events.
EXPLORE CAREER AND PROGRAM OPPORTUNITIES

(MARCH)

WHY: To provide opportunities for students to investigate career and/or other program choices open to them. Students learn about careers related to class content and share that information with other students.

WHEN: March—an appropriate month because students shortly will select programs and courses for the coming year.

WHERE: In class—instruction should include student exposure to career opportunities related to content of the course.

WHO: Committee of students in each class organizes activities for that class. Each class committee should be responsible for a part of the total chapter career opportunities activity.

WHAT: The career and program investigation will feature:

1. A career day with displays and presentations by industry and other sources of employment opportunities in the community.
2. A career topic to be used for short reports to class or chapter.
3. A career information center within the technology education laboratory or classroom with references and planning aids.
4. School guidance personnel for speaking, assistance, training sessions, or resources ideas.
5. University and technology related resource people who visit school for presentation.
6. Activities to participate in for recognition in competitive events at regional competition.
REGISTER FOR STATE CONFERENCE AND COMPETITION

**MARCH**

**WHY:** To provide an annual state-wide technology education event that builds pride in work well done through recognition of students and programs in leadership development, career exploration, and technical adaptability.

**WHEN:** April—a weekend event.

**WHERE:** Location (that allows public viewing and that is accessible to meeting and lodging accommodations) designated by the State Conference Planning committee.

**WHO:** The TSA state advisor works in cooperation with others to plan the TSA state conference.

**WHAT:** The state conference offers students these features:

1. Competitive events in:
   a. Synergetic Technology
   b. Communications Technology
   c. Construction Technology
   d. Manufacturing Technology
   e. Transportation Power/Energy Technology
   f. Leadership

2. Conference meetings for students. (TSA business session, officer training sessions, planning sessions, regional caucuses, etc.)

3. Awards program.

4. Officer campaigns and the election of state officers.

5. Social/recreational events.
SPONSOR AN OPEN HOUSE (APRIL)

WHY: To inform the public, parents, and students that technology education helps prepare students to live in a technical world. Activities and projects on display show application and science with tools, materials, and processes. Live demonstrations illustrate student understanding of technological concepts, processes, and systems.

WHEN: Coordinate activities with the science department.

WHERE: Should be held in technology education laboratories so that visitors see and use the instructional facilities. May be held in a single lab during class time. There may be opportunities for displays and demonstrations in the community.

WHO: Technology teacher(s), working together with chapter officers, plan the event. All students and classes should be involved in its operation.

WHAT: The open house will feature:

1. Displays of student projects, either completed or underway.
2. Demonstrations by students showing industrial processes or technical information.
3. Special invitations sent to parents, school personnel, community leaders, and potential students.
4. Audiovisual presentations or handout literature about technology education program.
ARRANGE ELECTION OF OFFICERS FOR NEXT YEAR

(MAY)

**WHY:** To ease the reorganization of the school TSA chapter following summer vacation. Officers elected in the spring will plan and organize for the fall and work with the teacher/advisor during extended contract time.

**WHEN:** Election is held in May, with new officers beginning their term at the opening of the next school year.

**WHERE:** This activity takes place within the school chapter. However, names of potential candidates may come from members during class or in chapter meetings.

**WHO:** The chapter nominating committee accepts names of potential candidates. The election should be organized by current officers, with assistance from advisors.

**WHAT:** The election of officers will involve these features:

1. Announcements are made to classes requesting nominations.
2. Chapter approves the election procedures.
3. Ballot is duplicated for voting by each member.
4. Election candidates conduct campaigns during class and chapter meetings, and through other means.
RECOGNIZE STUDENTS FOR ACHIEVEMENTS

(JUNE)

WHY: To provide annual recognition for outstanding students and create community awareness of technology education programs.

WHEN: Following student competitions at regional, state, and national events or conferences.

WHERE: Special recognition assemblies or banquets can be held, or awards can be included in other recognition programs.

WHO: Chapter officers will plan event with teachers and cooperate with principal’s office for maximum benefit.

WHAT: Recognition of students will include these features:

1. Competition results recorded and publicized to school and community following each conference.
2. Local newspaper coverage that features articles about winners (with accompanying photographs).
3. Follow up for students for future competitions.
4. Display in school award case or hallway of school, in school board office, or in another public location.
5. Awards program attended by parents, school personnel, and news media.
PARTICIPATE IN NATIONAL CONFERENCE

(JUNE)

WHY: To provide students with the opportunity to learn and participate in activities for personal development, and to recognize outstanding TSA members for achievements in leadership and competitive activities.

WHEN: June—when school is not in session.

WHERE: Designated by TSA, Inc. Board of Directors.

WHO: Local personnel plan and manage conference with coordination from TSA executive director. Chapter advisors organize travel details and assist members in pre-registration and preparation for conference participation.

WHAT: The national conference will feature:

1. Competitive events.
3. Leadership training.
4. Social and recreational events.
5. Awards program.
6. Business meetings to determine policy and programs.
PROMOTE TECHNOLOGY EDUCATION AT FAIRS AND MALLS

(JULY AND AUGUST)

WHY: To promote technology education to those who attend the state fairs. This activity allows technology students to demonstrate technology they have earned in school and display activities they have completed.

WHEN: State fairs generally occur each year at the same time, usually in late summer or early fall. A shopping mall display can be arranged any time.

WHERE: State fairs are held in the same location each year; make arrangements with manager for a shopping mall display.

WHO: The state association for technology teachers will assist with planning. Chapters of the Technology Student Association will be invited to bring students and demonstrate activities for one day.

WHAT: A fair or mall is a good place to inform the public:

1. Students demonstrate technology they have learned.
2. Schools with technology education programs display technology activities, experiments, and models.
3. Chapters may have the opportunity to sell small products to spectators.
4. Students visit other displays throughout the state fair.
5. Schools are invited to participate in recognition of outstanding programs.
Many chapters rely on fundraising to help pay for dues, travel to conferences and other chapter related expenses. Below are ideas that have been submitted by TSA advisors as “tried and true” methods for fundraising.

**TECHNOLOGY LOCK-IN**

Students who participate in this fundraiser are asked to raise a minimum of $150 each. The money raised helps cover the cost for conferences and the top 20 or so are guaranteed a spot for the state TSA fall leadership conference (along with the officers who are mandated to go, but still have to raise at least the minimum $150.00).

The lock-in is usually held on the night of the first home football game, so the participants often take a break and attend the game (which encourages attendance at the game and promotes school spirit). While the students are at the game, I usually go and pick up pizza.

Students bring in their game systems to play. They also have full access to the lab and can experiment with anything they wish – and they usually do. I sometimes have students that end up learning more about the modules during the lock-in then they do in class! Exercises dealing with parliamentary procedure have also been done in the past and discussion about TSA events than can be competed in.

Teachers wishing to use this fundraiser need to obtain permission from their principal since students will be staying in the school building all night. A pledge sheet will also have to be prepared and students will have to obtain sponsors. Access to the school, facilities, lights, and air conditioning are issues that need to be addressed up front.

We have raised anywhere from $3,000 to $6,000 using this fundraiser. It is by far the best fundraiser we do all year.

I would also recommend having participants turn in a standard field trip form with their parents permission along with the medical liability form for TSA conferences with emergency contact phone numbers.

**LAN PARTY**

This event was held multiple times during the school year. Our participation grew each time—this caused problems toward the end because we didn’t always have enough computers for the number of students that wanted to participate.

We raised between $600 and $800. We charged $3 a seat if you pre-purchase and $2 at the door.

We provided a student officer to take the money and to help newcomers be able to access the network. We advertised by word of mouth this year, but next year will use posters as well.
Our club officers served as hosts and tech support to make sure that newcomers did not have any problems. They also cleaned the room up after the event and made sure that all software used was removed from the machines. It was the participant’s responsibility to bring their own version of the games to be played.

**LAWNMOWER CLINIC**

We have been doing the lawnmower clinic as a fund-raiser for about 20 years. The clinic must always be done with adult supervision. It started as a filler activity in our power technology classes even before we had a TSA (AIASA) Chapter. As we needed funds for TSA, we saw it as a possibility to provide those funds by attaching a small charge to our work. We did not advertise at first and only relied on word-of-mouth. We set up a weekend around the end of March when we would have people (school district employees and family members of students) bring in their mowers. (Our local Lions Club also supports our clinic.)

The students were divided into teams of two to perform the service. I have a Service Manager that does the record keeping and checks the paper work for each machine. A checklist was developed for the procedure and is followed for each machine:

1. Check For Spark and Compression (if there is a problem, the machine is set aside for troubleshooting by one of the advanced students and/or myself)
2. Remove Blade and Spark Plug, Sharpen and Balance Blade
3. Drain and Replace Oil
4. Clean and/or Replace Air Filter
5. Replace Plug
6. Clean the Machine of Grass, Oil, Etc.
7. Check Condition of Deck, Wheels, Cables, and Handle and Tighten or Lubricate as necessary
8. Replace Blade and Spark Plug Wire
9. Test Run and Adjust Carburetor as necessary

I collect the money ($20) and personally check each machine for cleanliness, tight blade, oil level, new plug, and ease of starting and operation before it leaves the lab.

In the “old days” when mowers still had points and condensors, we would replace them, too. Occasionally, we still get a mower that needs those and we charge $10 extra for the time and parts. Also, if I have to pick up and deliver the mower, there is another $5 charge. We also charge an extra $5 for riding mowers. At other times, we do other mowers, sometimes string trimmers and chainsaws, too. We used to advertise in the community until we drew the ire of small engine shops in the area. They have been very good about helping us out with parts and we did not want to upset them. The amount of money we earn is proportionate to the number of students going to States. It can be as little as $600 or as much as $2,000. We get a lot of return customers from year to year. If there is a major problem with a mower, we have been known to do complete engine jobs (rings, valves, etc.) and even replace engines in the power technology classes.
MYSTERY DINNER

We choose a theme for the dinner and then come up with menu items that go with the theme. The menu is printed with only the ideas – not the actual food item. The people dining order from the ideas not knowing what they are going to be served.

Our theme this year was “Dinner and a Movie.” We came up with movie titles and put food items with the titles.

Example: All Dogs Go To Heaven (hotdogs)

Tommy Boy (hamburgers)

Charlottes Web (ham sandwiches) Those were the main dishes. We also had titles for condiments, beverages, utensils, side dishes, and desserts. In addition, we showed a movie with dinner.

Both our high school and middle school chapters help with the dinner. We bring food items, we cook, we take orders and serve the meal. We had about 30 people help with all the work.

We plan on serving about 100 people. We don't charge a specific price, just a free will donation. We have made as much as $800 and as little as $350.

Advertising is key to this – make sure to use all means available (school announcements, posters, etc.).

E-BAY SALES OF OLD COMPUTER PARTS & DONATED ITEMS

One day we had a truck from a computer “recycler” come and pickup all our old monitors and obsolete PC’s. We had to pay about $3.00 apiece to have them hauled away. One of the students who helped load the truck said, “Well there goes about a grand on Ebay.” I asked him if he could set this up and sell the extra modems and other stuff we had if I could get it approved through the business manager. Yes was the answer.

The store only runs when we have something to sell. We post it online, accept bids and the highest bidder wins. We then take the items down to the business manager who promptly encloses the invoice and packing list and mails it off.

Since shipping large items presents problems, this works best with small, expensive items such as RAM, CPUs and modems. Be absolutely sure you get the cooperation of your business manager. The office needs to handle the Express mail and invoicing.

In about 4 weeks we raised $100.00. It took a total of 20 hours to do that and it paid only because the business manager handled the details for us. It could be more profitable with some practice and if we had donated items but we have not pursued it any further yet.

SCREEN PRINT ITEMS FOR SCHOOL DISTRICT

When we designed our new middle school Tech Ed area we included a Communications Lab with print media equipment. The screen printing area was planned with student activities, projects, and fund raising in mind.
We have an elective called Cougar Graphics in the schedule to allow time for the students to help with production. We also have after school open labs for production printing when we have large orders.

A district wide memo was sent to all staff, coaches, advisors, etc. explaining what we offered as a printing service. I do price quotes for each job to provide the best possible price. After a few jobs were under our belt it was well known throughout the district that we provide a high quality product at a great price. The Tech Ed department needs to order equipment, set-up work stations, and field test with some sample runs. Here is a list of basic equipment and supplies: multicolor screen press flash drying unit belt drying unit washout sink exposure unit light table screens screen prep area thermofax machine, or stat camera inks and chemicals clean-up area packaging area basic tools and equipment method of making positives from artwork - photocopier, laser printer.

We also have a heat transfer press and produce full color ink jet and laser color transfers.

For start up money we now require a 50% deposit on orders to prepare the screens, order the blanks, etc. We require full payment upon delivery. Quality control - all items must be checked during packing - customers are not happy when a damaged piece gets in an order. Order extra blanks - just in case there is a misprint we always have extra blanks on hand to complete the orders. Spotted gun - special spot remover to get rid of fingerprints, smears, etc. We raise $5,000 -$10,000 per year for our Tech Ed program. Our supplier - Nazdar - Pennsauken, NJ - Nationwide screen printing supply company - Nazdar.com

COMMUNITY CARNIVAL

The high school CareerTech teachers do the organizing and my middle school TSA students and I show up with our skee ball machine and set it up. We purchase cheap prizes and give something to everyone that plays our games. Other groups participate in this carnival such as the band, choir, French club, honor society, etc.

The carnival is held around Halloween. This helps provide a safe environment for our community plus our students have the opportunity to do some community service. It’s amazing how well they work with small children. I have a student that helped this year with our booth that has attended this event in the years past. I believe he enjoyed helping run the booth and knowing that he has enjoyed participating in the past as a child playing the games and how much fun he had.

A few years ago after this project started the high school principals decided that students would not be allowed to attend unless they were with a parent or were working one of the stations. Apparently, they had some problems with students being unattended. To help with this the principals attend the event and all students helping with the event have to wear name badges. The event is really for younger students… especially elementary children.

I’m not sure how much each group raises but we make just a couple hundred dollars. We don’t necessarily do this to raise big bucks. I guess you could say it’s more community service. The money that we do make does help us out with other items that we may need for TSA. This is a great event to have students include as community service on their resumes.

I never have a problem getting help with our booth. My technology students are always eager to help out. The only problem that I might have is having too many helpers. One other thing besides
activities that the high school setup for this event is a trick-or-treat hall. Students with each group sit and classroom doors and the kids go door to door in the school and our student workers pass out candy.

The student workers for this event are allowed to dress up. I tell my students that it can’t be anything scary.

**CUTTING BOARDS AND OAK SLEDS**

I am the technology teacher at St. Regis High School so the logistics of this project were easy. All of the students, except one, were in my woods class and were also TSA members. So we made some laminated cutting boards (alternating strips of oak and walnut) and built two oak sleds. I had made some ten years ago and still had the jig to make laminated oak runners with a nice curve to the front and a little camber in the middle. I had the students make these during woods class and a little time after school.

We originally tried to auction one piece each night at our 8 home basket ball games. We live in a very small town and the auction idea didn’t work, so we just put a price on each one and sold them individually. If you lived in a larger community and did some advertising up front to let people know which item was sold on which night, I think the auction would work well. The way we sold them and even if you were going to auction them, I would display one of each in the hall near the concession stand at all home games along with a list of what will be sold each night. We sold 8 cutting boards for $45.00 each and we auctioned the first sled for only $35.00, so we kept the second sled and we are asking $90-100 for any future sleds.

**PICNIC TABLES**

Another good fundraiser if you have access to the technology lab is picnic tables. We were able to get 2x4 and 2x6 lumber at a huge discount from the local saw mill and we made a jig to assemble the ends (legs) and we were able to make one table per 45 min. period and another period to router the edges and rough sand the top and seats. We were selling these for $75.00 unfinished.

**WOODEN SIGNS**

If your school has a carnival or something similar, you can set up a booth with a router (cove bit). We got some mill ends from the local mill (22” trims) and made signs for people. They would write what they wanted on the wood, we would router it out and I think we charged $5 or $10 a sign or so much a letter.

**TSA HAUNTED HOUSE**

This is the 12th year we have held our annual TSA Haunted House. One wing of our building is converted to a haunted house. Other organizations and clubs in the school can apply for a room. The room must be decorated to a theme and have a short activity. For instance, one room is a scary maze. Another has games and yet another is scary story telling. The participants stick their hands in containers to feel eyeballs (grapes) and brains (cold spaghetti in olive oil). The event is geared for children ages 5-13. It runs one night from 6-9:00pm right before Halloween. TSA gets 50% of the proceeds for organizing the event while each club splits the remaining 50% of the proceeds.
There is also a refreshment room that each club can sell ghostly goodies and souvenirs. Howell High School TSA made over $1,300 at this event last October.

**BUSINESS DONATIONS**

This fundraising idea was a team effort on the part of myself, the chapter officers, and several active members. While it was not as successful as we may have hoped, we plan to make some adjustments and use it again next year. The total money raised was $100.00 from one donor.

The planning involved targeting businesses and developing the letter and information sheet. The businesses we targeted were those who were technical in nature, located around our school district, or had not had numerous requests from other school groups such as athletics, band, etc. The letter and fact sheet were developed by students, using business format. The fact sheet was developed with the assumption that most mailing recipients were completely unfamiliar with T.S.A. Included in this sheet was a basic overview of the organization, our goals, and our activities. We also developed our own chapter letterhead to use on each of these documents, as well as for any future need. The students telephoned each targeted business prior to mailing to acquire the names and position of the person charged with handling donations. Follow up calls were also made by the students to each business receiving the mailing.

On the advice of local business owners, we delayed the mailing until after January 1 due to tax purposes. This gave us a very short window of time before we were faced with competition expenses. In future years we will probably initiate this fundraiser earlier in the school year. By conducting this earlier in the year, we will likely ask businesses to act as sponsors for those students who place in regional competitions to help defray costs for state and national conferences. This would not only provide further motivation to the students, but would also help remove the perception that we are asking for “something for nothing.”

**WOODEN PLAQUES**

Our local police department gives out awards each May. They originally were buying vinyl covered osb plywood plaques. Our program at Blazer includes woodworking and we were able to offer them solid walnut plaques at the same cost they were buying the others. We make 100 11” x 14” plaques a year. The profits from them go to each TSA member to help offset their state conference trip. I set up an account for each member and take it off the cost of their conference trip. Each member gets about $5 for each plaque they make.

**LOCAL BUSINESS DISCOUNT CARDS**

We use a company – Great American Opportunities, Inc. – to put together local business discount cards that we sell in the community.

You compile a list of all the local businesses and their contacts with phone numbers that you want the company to contact. (They ask you to supply five names for every one that gets put on the back of the card. The card holds 12 to 15 names.) They contact the local businesses and invite them to participate.
You won’t know which businesses have agreed to participate until you receive the printed cards from the company. The company sends the cards to you once you have placed the order. You have to commit to buying a minimum of 600 cards at $5.00. You have 30 days to pay.

You get to design the card yourself within a few parameters.

The cards are sold door to door and person to person. If possible, students should take orders and collect the money first, then deliver the cards (“pre-selling” provides more accountability than giving the cards to the students and having them sell and collect the money at the same time.)

We made about $4,000 profit on this fundraiser. There is a lot of work involved and the students must be motivated to make this work.

Contact information for the company we used is:

Great American Opportunities Inc.
P.O. Box 305142
Nashville, TN 37230-5142
1-800-854-5016

THEMED SCHOOL DANCE

1. Milton Middle School holds a “Glow Dance” each year. We sell glow in the dark wrist bands and necklaces during the dance. The kids love wearing them during the dance. We purchase them from www.extremeglow.com. This has been an excellent fund raiser for us.

2. Our TSA chapter sponsors and plans an annual masquerade ball. The students wear black and white and come in a mask.

RESTAURANT NIGHT

Our TSA group is going to have a Quiznos night. Quiznos will donate a certain percentage of their sales or profits to our organization from meals sold on a certain date. Many other restaurants will also do this – Chick Fillet, CC’s Pizza, etc.

SPORTING EVENT FOOD SALES

My chapter TSA officers convinced the Athletic Booster Club to allow TSA to sell cotton candy at the home football games. We had a donated cotton candy machine and sold at all five home games. We began an “account” for the members who worked the football games so that their expenses for the Fall Leadership conference could be paid for. This worked extremely well.

GOLF TOURNAMENT

I ask my students to get sponsors ($150) or golfers ($80). The club pro does the club work. They charge a fee. The golfers get a meal and if I have some good sponsors every golfer will get a door prize. We can gross over $7,000 if everything goes well. We take a lot of pictures and have a lot of fun. My superintendent, coaches and others play. This is excellent public relations.
PUBLIC RELATIONS PACKET AND MORE

In the past we have sold license plate frames, magnets, doughnuts, and t-shirts. Most recently we have put together a parent-booster club that has helped with fundraising. We have also created a public relations packet that includes a donor form. This packet and donor form has been mailed out to hundreds of engineering, design, technology related businesses in our community. Most recently we received an anonymous donation of a one-to-one $5,000 matching gift. Students sold raffle tickets (through the booster club) to raise the required $5,000 to meet the one-to-one match of the anonymous donor. We are also working with a chapter alumni association to help with fundraising.

AUTO DETAILING

My chapter does interior auto detailing for faculty and staff of our school. Teachers have to have their car parked behind my technology classroom no later than 7:50. At 8 a.m. I pull the car into the technology classroom and the students spend 15–20 minutes detailing the car. This is done during homeroom time and the time before when students are normally roaming the halls. We have three levels of service ranging from $5 to $15. Anyone who has ever paid someone to do this for them knows just how expensive it really is. Our top service includes vacuuming the entire car, cleaning the windows, applying new car scent, cleaning the dash and all plastic with armourall. Any time students do not finish before school they are required to do the work during class. We have raised hundreds of dollars each year by doing this.
WEB RESOURCES

Many companies offer fundraising products and ideas online. Below is a partial list that may be helpful. This list is for your information. Being listed here does not imply endorsement from TSA.

www.easy-fundraising-ideas.com
www.fundraising.com
www.fundraisinghq.com
www.fundraisingproducts.net
www.fundraisingbeads.com
www.fundraisingweb.org
www.fundraisersoftware.com
www.fundsnetservices.com
www.justfundraising.com
www.leadershiplogistics.us/fundraising/
www.ozarkdelight.com
www.profitpotentials.com
www.schoolfundraisers.com
www.topschoolfundraisers.com
www.wowfundraising.com
SECTION IV: MARKETING TSA TO SCHOOL AND COMMUNITY

Utilize these ideas to spread the word about TSA within your community.
MEMBERSHIP RECRUITMENT AND RETENTION IDEAS

Building your TSA chapter doesn't happen by accident. The strength and vitality of your chapter happens because you (the advisor) take an active role in promoting TSA and the opportunities it presents. The following ideas can be used as a basis for recruiting and retaining members. Personalize them to the timing of your school calendar and strengths of your existing members to maximize their effectiveness.

• Begin your recruiting efforts in the spring for the following fall. Hold an interest meeting and showcase accomplishments from the year – photos from state conference, examples of competitive event entries, testimonials from active members. Collect e-mail addresses if possible.
• Elect officers for the next school year in the spring.
• Have an officer team meeting over the summer. Possible agenda:
  • Prepare officer notebooks for the upcoming year
  • Plan membership drive activities
  • Plan fundraising activities
  • Create a TSA Wall of Fame – pictures of previous activities including state and national competition. Have this in place when school starts.
• Hold a summer meeting/social event and invite anyone who is interested. Encourage active members from the previous years to “bring a friend.”
• Begin the school year with an exciting icebreaker/team-building activity, a brief overview of TSA chapter requirements/annual activities, and information about TSA events. Serve food at your first meeting.
• First month of school:
  • Be available to talk to prospective TSA members (in the hall, at lunch, during class). Encourage current members to do the same.
  • Put membership drive in place.
  • Recognition of students that participated at the national conference.
  • Have a family night barbeque so that parents can learn about TSA.
  • Keep a binder or scrapbook (can be electronic) with photos of past events that new members can refer to for inspiration.
  • Make sure that chapter officer morale is high – and stays high—as this is a catalyst for enthusiasm.
  • Use all appropriate communication methods – e-mail or other electronic methods, regular mail, posters, etc.
• Make sure your chapter TSA website is up to date.
• During the first month of school, select key students as potential TSA members. Talk to them and their parents directly.
• Have students make morning and afternoon announcements about TSA to help remind “forgetful” students about meetings and events.
• Make sure to provide recognition for members throughout the year. School assemblies may provide a venue for recognizing those students who excel through TSA.
• Immediately after the state spring conference, have your members make a list of students who are interested in participating next year. Use the list the first month of school to invite those students to become members of TSA.
• Do a 10 minute presentation towards the end of the school year about what TSA is and how much fun students can have pursuing the topics that were fun in class at a deeper level through TSA.
Make sure to bookmark TSA’s national website so you and your chapter can remain current on all that is happening within TSA. Some features of the website include:

- Competition overviews
- Leadership activities
- National Conference
- Featured member
- Opinion poll
- TSA store

[Image of the TSA website]
CREATING A SCHOOL PRESENCE FOR TSA

Is TSA a well known presence at your school? Do students outside your chapter know what TSA is and what accomplishments your members have achieved? Do teachers and administrators think of TSA when they consider what activities are important to the school?

If you answered “no” to any of the above, you are not taking advantage of all that TSA has to offer. Having a well known TSA chapter is a benefit not only to the students who are members, it also helps to build support and recognition for your technology education program.

Creating a school TSA presence happens in both large and small ways. Below are some ideas to help you create a school presence for your TSA chapter.

- Utilize any bulletin board space available in and out of class to call attention to TSA meetings, activities and accomplishments.
- Make sure TSA members have accomplishments noted at school assemblies and in newsletters.
- Have a small group of members give a presentation about TSA to the PTA. Highlight competitions and service projects.
- Have the chapter secretary send out periodic updates to the school administration about TSA events and accomplishments.
- Establish and maintain a TSA chapter website that can be linked to the school’s main website.
- Work with the school paper to have a reporter write an article about TSA or the accomplishments of one of your members – or have a TSA member submit an article for the school newspaper.
- Make sure morning/afternoon announcements include information about TSA meetings and events.
- Organize a service project event (like Relay for Life) that involves the entire school, not just TSA members. During the event, make sure TSA is prominently mentioned.
- Use school display cases to showcase TSA competitive event entries and/or awards.
- Link your chapter website to your school website.
- Choose a TSA day and wear TSA spirit wear to school (check out the TSA e-store at: http://www.costore.com/tsa/welcome.asp)
- Display the TSA logo prominently in your classroom.
- Encourage interaction with other school departments (ie: TSA chapter members could give a demonstration in a math or science class to show a hands-on application of a theory). TSA members should wear TSA apparel on that day to emphasize the
connection.

- Invite school administration to a TSA meeting or demonstration.
- Take pictures or video footage whenever possible. Have the students create a Power Point or montage that can be shown in class or over the school tv system and can be shown when appropriate (open houses, back to school night, etc.).
- Partner with other CTSO’s in your school (FBLA, FCCLA, FFA, DECA, BPA and HOSA) to produce a short video highlighting the benefits of CTSO participation. Arrange to have it shown on Back To School night and/or on your school’s tv news.
TSA IN THE COMMUNITY

As your TSA chapter grows you will have many opportunities to educate the community and showcase your chapter and students. These opportunities are important because they provide visibility for your technology education program which can lead to support for your activities and increased enrollment.

IDEAS FOR COMMUNITY INVOLVEMENT

- Give a presentation to a local service group (Lions Club, Kiwanis, etc.) Emphasize the benefits to students – problem solving, team building, leadership opportunities.
- Plan a service project like Relay for Life that involves community participation – display TSA logo, have members wear TSA spirit wear, etc. to emphasize involvement.
- Have your chapter work with a local elementary school class on a simple TSA activity (you can use the Great Technology Adventure guide for ideas).
- Give a presentation to the PTA about what TSA is and how it impacts the students who participate.
- Plan a community open house. Invite school administration and faculty, parents, and local technology businesses. Showcase your chapter’s accomplishments – awards, recognitions, service projects, etc.
Parents can be an important component of TSA. Their support can help grow your technology education program and your TSA chapter as they become aware of the opportunities for their children.

Opportunities for building parent participation include:

1. Back to school night (flyers, examples of competitions, etc.).
2. Form a parent booster arm that can help with logistics, fundraising, and special events.
3. Periodic updates or newsletters—may be sent home with students or sent via e-mail. (Make sure these go to school board/school administrators as well.)
4. A flyer sent home at the beginning of the school year that explains TSA.
5. Encourage parents to volunteer as judges for local or state competitions (this information can be passed on to the state TSA advisor).
6. Develop an electronic (video, PowerPoint, etc.) or print showcase of student achievement (competition entries, conference participation, etc.) and show/distribute to parents, school board members, and school administrators.
7. Update the PTA/PTO on what is happening with the TSA chapter (have your chapter officers ask for 5–10 minutes on the agenda to share chapter plans and accomplishments).
8. Maintain a TSA chapter website and make sure parents, school board members, and school administrators are aware of the URL.
9. Host a TSA parent open house—feature your chapter officers and let them discuss their TSA experiences and accomplishments. Make sure to invite school administrators and school board members as well.
10. Emphasize the leadership opportunities and components of TSA to parents.
11. Create an end of the year video that lets students talk about what their best TSA experience has been—use this video in a presentation to parents.
12. Make a list of ways that you would like for parents to be involved (chaperoning, driving, judging, etc.) and distribute at the beginning of the year.
13. Recognize and thank parents for specific contributions—can be done at a special chapter meeting or through a website, newsletter or letter.
14. Encourage parents to wear TSA “spirit wear” to school and TSA functions (can be purchased through the TSA store—a link is on the TSA website at www.tsaweb.org).
15. Ask parents for video testimonials that you can make into a tool to show new parents the following year.
The TSA emblem is a rectangular shape with three parts. The middle section and largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about one-third the size, is the name of the association (Technology Student Association) in white letters on a red background. The top portion of the emblem is a blank red rectangular shape, the same size as the bottom area. This portion is intentionally left blank so that each state can put its own name on the emblem, if desired.

The emblem is symbolic of the association’s commitment to modern technology and its impact on the future. The letters of the emblem mean the following:

“T” represents all facets of technology and its contribution to making America the great nation it is today

“S” represents the students of the organization and is a symbol of strength, structure, and the cooperative efforts necessary in achieving the association’s goals

“A” represents the association and its local, regional, state, and national activities

The TSA emblem is a registered trademark of the Technology Student Association, Inc. All members and advisors are responsible for its proper use and display.

Policies covering the use of the emblem and the TSA abbreviation are established exclusively by the national board of directors and protected by legal counsel. The manufacturing of the emblem or abbreviation TSA, in any form, without written permission by National TSA (which acts on behalf of the board of directors) will be in violation of the protection granted TSA, Inc. by federal laws.

Exclusive rights, for manufacture and/or resale of the emblem and for use on all goods and with all services bearing any of the marks, are retained and protected to promote uniform identification of all TSA members and to avoid any and all possible misuse of identity.

No chapter or state association may use or give permission to use these marks unless the users are within the board of director’s guidelines. If any chapter or state association wishes to reproduce or use the emblem or the abbreviation TSA in any manner not specified within the permission rights already granted, the proper procedure is to seek written permission of the executive director of National TSA.
National TSA Week provides state delegations, advisors and members an opportunity to promote TSA and to showcase state, chapter and individual accomplishments. Raising awareness of TSA in your community leads to an increase in interest among potential members, business partners and the media. For TSA Week dates, check www.tsaweb.org.

Chapters celebrate TSA Week in different ways. Some choose just one activity during the week to highlight, others choose several to do over the course of the week. The list below gives some examples of how you might recognize TSA Week.

- Host an open house and invite school administration, parents, local businesses and community members. Display event entries (past or current), showcase awards, do a picture board, and have one of your officers give a short talk about their experience with TSA. Have literature available that explains TSA (brochures are available from the national TSA office).
- Highlight your community service project during this week. Prepare a short video that could be shown over the school news and/or announcements. If your service project involves others outside of TSA (like sponsoring a Relay for Life) use this week to promote their participation.
- Have chapter officers (or other small group of TSA members) make a presentation to the PTA/PTO about TSA and how it impacts the students who are members. Use pictures, videos and handouts.
- Take a field trip to a local technology business. Make sure to send thank-you notes after the trip.
- Pick a day of the week and have all members wear TSA t-shirts, polo shirts or sweatshirts to school.
- Make buttons that say “Ask Me About TSA” to be worn during TSA Week. Make sure each member can respond with why they became members and what they love about TSA.
- Contact a nearby middle or high school that doesn’t currently have a TSA chapter. Invite the technology teacher and students he selects to visit your chapter. Help that school become a TSA chapter and offer to “mentor” them for the first year. (Remember to apply for Star Recognition if you help another chapter start!)
- Contact an elementary school and offer to do a technology activity with a class to introduce the idea of technology education and TSA.
- Invite non-members to attend a chapter meeting. Have an activity planned that they can participate in along with TSA members.
- Recognize all local business partners with a plaque or certificate – if possible make the presentation public. (i.e., If the Lions Club has been supporter, make the presentation during their meeting.)
- Make signs that say “TSA Supporter” and give to all businesses that support your chapter so that they can display them at their business.
TSA WEEK PROCLAMATION

Technology education today plays an increasingly important role in preparing students for life and work in our constantly changing world. The function of technology education is to give every student insight into and an understanding of technology’s importance in our culture. Technology education capitalizes on the individual’s potential for reasoning and problem solving, for imagining and creating, and for constructing and expressing through the use of tools and materials related to technology. It develops content and experiences that contribute to the growth and development of students, commensurate with their potential. Technology education is a basic and fundamental area of study for young people and important as students explore career and higher education opportunities.

The Technology Student Association (TSA) is an integral component of any technology education program. TSA’s mission is to promote leadership and personal growth for its members in a technological society. TSA prepares students to meet the challenges of the future. In addition, students learn civic responsibility and explore career opportunities. They are involved in activities that continuously motivate them to do their very best. TSA is supported by educators, parents, and business leaders who believe in the need for a technologically literate society. During TSA Week we bring recognition to the only national student organization whose purpose is to provide opportunity, knowledge, and skills to students who have made a commitment to technology through their affiliation with the Technology Student Association.

Dr. Rosanne T. White
Executive Director, National TSA
SAMPLE TSA WEEK PRESS RELEASE

This press release is a model you may use in writing your own press release. Make sure to emphasize your own activities and achievements in the press release—the local news media is most interested in the accomplishments of students in your chapter and in local guest speakers you invite to your chapter. If you have questions about the press release, please contact National TSA at 703/860-9000, fax 703/758-4852, email general@tsaweb.org. Good luck!

“School Name” Proclaims [Date] Technology Student Association Week.

Date: date of release
Contact: contact person at chapter
Phone: telephone number of contact person

FOR IMMEDIATE RELEASE

[Date] is being celebrated as Technology Student Association (TSA) Week. School name is recognizing TSA Week through a ceremony featuring a presentation to principal’s name, principal of school name. Principal’s name will receive a certificate, recognizing him/her as an honorary member of TSA, and a proclamation in recognition of the day. The ceremony will take place list date, place and time.

The Technology Student Association is the national organization for technology education students. Since 1978 it has grown to 180,000 high school, middle, and elementary students in 2,000 chapters spanning 48 states. School name has participated in TSA for number of years and has participated in such events as list competitive events or special projects.

For more information about the Technology Student Association contact National TSA at 703/860-9000. For more information about TSA Week activities or the school name/chapter, contact list contact person and phone number.
TSA provides recognition to those chapters and members who actively assist new or lapsed TSA chapters to become active members. It is through these efforts that TSA continue to grow.

Has your chapter assisted a new or inactive TSA chapter (middle or high school) with the affiliation process for this year? If so, we want to know about it so that your chapter received Star recognition! Each chapter that helps a new chapter affiliate receives Star lapel pins and is listed on the national website.

To qualify for Star recognition, return this form to national TSA by May 1. Pins are awarded on the following criteria:

<table>
<thead>
<tr>
<th>Star Recognition</th>
<th>Number of New TSA Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Star Recognition</td>
<td>1 to 2 new TSA chapters</td>
</tr>
<tr>
<td>Blue Star Recognition</td>
<td>3 to 5 new TSA chapters</td>
</tr>
<tr>
<td>Red Star Recognition</td>
<td>6 or more new TSA chapters</td>
</tr>
</tbody>
</table>

HERE ARE SOME IDEAS YOU CAN USE TO BECOME A STAR CHAPTER:

1. Identify a local school that does not currently have a TSA chapter (and did not have one last year).
2. Contact the technology teacher about starting a TSA chapter. Offer to meet with him/her and explain TSA.
3. Invite him/her to a chapter meeting to see TSA in action.
4. Offer to meet with the school administration to explain the benefits of TSA.
5. Offer to mentor the chapter during the school year and/or to attend initial meetings of their chapters.
6. Offer to have your chapter officers be in contact with their chapter officers to discuss roles, ideas, etc.
TSA STAR RECOGNITION PROGRAM

Has your chapter assisted a new or inactive TSA chapter (middle or high school) with the affiliation process? If so, we want to know about it so that your chapter receives Star recognition! Each chapter that helps a new chapter affiliate receives Star lapel pins and is listed on the national TSA website. To qualify for Star recognition, return this form to national TSA by May 1.

Pins are awarded on the following criteria:

White Star Recognition — 1 to 2 new TSA chapters
Blue Star Recognition — 3 to 5 new TSA chapter
Red Star Recognition — 6 or more new TSA chapters

Please complete the following information about your school:

Advisor name: ________________________________________________________________
School name: ________________________________________________________________
School address: ______________________________________________________________
City, state, zip: ______________________________________________________________
School phone: ______________________________________________________________
Email address: ______________________________________________________________

What assistance was given? ____________________________________________________
Total number of chapter members: _____________________________________________
Total number of members directly involved in Star efforts: _________________________

Please complete the following about each school(s) you assisted (use additional forms if necessary):

Advisor name: ________________________________________________________________
School name: ________________________________________________________________
School address: ______________________________________________________________
City, state, zip: ______________________________________________________________
School phone: ______________________________________________________________

Please mail or fax this form by May 1 to
TSA, 1914 Association Drive, Reston, VA 20191-1540
Fax 703/758-4852
SECTION V: CONFERENCES, AWARDS, AND RECOGNITION

Essential information for state, regional, and national conferences.
Most state delegations hold annual conferences prior to the TSA national conference. Competitive events, in which the winners often advance to compete on the national level, are only one of the many aspects of a state conference. Meeting with other TSA members from across the state provides conference participants the benefit of the opportunity to become better acquainted and to foster the exchange of ideas and experience.

Some state conferences are limited to one-day events, while others may last two or three days, depending upon the size of the state association, the funds available, and the amount of interest within the particular state. In addition to competitive events, conference activities might include one or more leadership sessions, keynote speakers, workshops and project sessions, and general state association business sessions.

The program of contests and awards at state conferences usually follows the pattern of those of the national TSA conference. However, many new ideas that lend themselves to future growth, development, and expansion on the national level often originate at state conferences.
TSA members throughout the nation agree that the best, most exciting, and most rewarding event for a member to experience is the annual national conference. And, they’re absolutely right . . . the national TSA conference truly is the highlight of the year for thousands of TSA members!

The national TSA conference provides worthwhile and highly challenging activities that promote the personal growth and development of TSA members as they strive to accomplish the goals and purposes of TSA. Each year the national conference is held in a different city, where local TSA members and advisors often play an active part in organizing the conference. Check the TSA website (www.tsaweb.org) to see the location of past and future national conferences.

During the conference, students are in the company of teachers, advisors, counselors, teacher educators, supervisors, administrators, and business and technology leaders. Comprised of competitive events, business meetings, a keynote speaker of national prominence, delegate assemblies, social activities, and leadership training sessions, the national conference is beneficial for everyone involved.

The culminating event of the conference is the annual awards ceremony, at which more than 300 individuals are recognized for their outstanding achievements and talent as a result of participation in TSA’s competitive events program. The ceremony is highlighted by the installation of the newly-elected national TSA officers. Members who earn the privilege to attend the national TSA conference find it an exhilarating experience.
CODE OF ETHICS FOR THE NATIONAL TSA CONFERENCE

STUDENT ATTENDEES

1. “Delegate” shall mean any TSA member (voting or non-voting) attending the national conference.

2. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible. Delegates must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors or any facility surface.

3. Delegates shall keep their advisors informed of their activities and/or whereabouts at all times.

4. Delegates should be prompt and prepared for all activities.

5. Delegates should be financially prepared for all possibilities.

6. Delegates not staying at the official conference hotels shall be off the hotel grounds by curfew or immediately following the last scheduled event.

7. Dates shall be permitted to authorized activities only. Only by permission of chapter advisors will dates be permitted between TSA delegates.

8. No alcoholic beverages, narcotics, firearms or weapons, in any form, shall be possessed by delegates, alumni or other conference attendees at any time, under any circumstances.

9. Smoking or gambling in public will not be permitted since a delegate in TSA dress is officially representing a state and/or national association of TSA.

10. No delegates shall leave the conference hotels (except for authorized events) unless permission has been received from chapter/state advisors.

11. Delegates and voting delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered, unless engaged in specific assignments taking place at the same time.

12. Identification badges must be worn at all times by all persons in conference attendance.

13. Both state and chapter advisors will be responsible for their delegates’ conduct.

14. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. Individual delegates may be sent home immediately at their own expense. Curfews will be enforced (all delegates will be in assigned rooms by the announced times).

15. Casual wear will be accepted only during specific social functions, as designated.
Section V: Conferences, Awards, and Recognition

16. No helium balloons will be allowed at any facility where the national TSA conference is being held.

17. The TSA, Inc. Executive Committee reserves the right to dismiss any delegate from the conference for inappropriate actions.

18. No student may attend, compete, or participate without the physical presence of an adult chaperone throughout the duration of the conference.

ADVISORS

1. Advisors shall conduct periodic meetings with their student delegates and voting delegates for the purpose of reviewing the many conference activities that they can take advantage of, obtaining progress reports, emphasizing time schedules, sharing successes and, overall, to ensure that the students are taking full advantage of the conference and its activities.

2. Advisors shall keep an agenda for their own time and give it to their students so that the advisor may be reached during the conference at any time.

3. Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures as published in this book.

4. The rules, as stated in this code of ethics and in the dress code are called to your attention for review and apply to advisors as well as students.
Chapter and state advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. TSA attire may now be purchased online via the SHOP tab on the TSA website (www.tsaweb.org).

Official TSA attire, professional TSA attire, and business casual TSA attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as noted below.

During general sessions at the national conference, student members must wear official TSA attire, professional TSA attire, or business casual attire. Adults must dress appropriately. No flip flops, halter tops, tank tops, or shorts are permitted for anyone at the general sessions.

TSA contestants should refer to individual competitive events for specific attire required for each competition.

**OFFICIAL TSA ATTIRE (MOST FORMAL)**
- Blazer: navy blue with official TSA patch
- Ties: scarlet red imprinted with official TSA logo (for males and females)
- Shirt or blouse: white, button-up with turn down collar
- Pants or skirt: light gray
- Dark socks: males only (black or dark blue)
- Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots)
- Sandals: females only may wear black open toe shoes or sandals

**PROFESSIONAL TSA ATTIRE (LESS FORMAL)**
- Shirt: males or females, button-up with turn down collar (unacceptable: t-shirt, polo or golf shirt)
- Blouses: females only
- Ties: males required, females optional
- Dress pants (unacceptable: jeans, baggy pants, exterior pocket pants)
- Dresses/skirts: females only (length even with tips of one’s fingers)
- Dark socks: males only (black or dark blue)
- Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)
- Sandals: females only may wear open toe shoes or sandals
BUSINESS CASUAL TSA ATTIRE (LEAST FORMAL)

Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt. (Unacceptable: t-shirt or shorts)
AWARDS AND RECOGNITION PROGRAMS

The Technology Student Association Awards and Recognition Programs are designed to promote TSA and to recognize individuals in the organization. For complete information, visit the TSA website at www.tsaweb.org. Click on the Awards & Recognition link of the website; it contains complete descriptions, deadlines, rules, and entry forms for each award and recognition program noted below.

ACHIEVEMENT PROGRAM

The TSA Achievement Program is designed to motivate and recognize student members for exemplary effort in a school’s technology education program. The TSA Achievement Program is

- an opportunity for every TSA member to strive and receive recognition for accomplishments.
- designed to encourage excellence in the areas of leadership development, understanding technology, school/community service, and career/personal planning.
- planned so the highest awards represent outstanding individual performance.

The Technology Student Association Achievement Program provides opportunities for TSA members to attain the highest ideals and goals of TSA. This noncompetitive, self-initiated program encourages students to develop appropriate attitudes and increase their knowledge and skills through involvement in technology education programs and activities.

DISTINGUISHED ALUMNI AWARD

The recipients (three per year) of this award are alumni of TSA who have demonstrated continuous commitment and ongoing service by maintaining a strong relationship with TSA beyond high school graduation. Specifically, recipients will have met the following criteria:

1. Graduated from high school a minimum of three years prior, having been a member in good standing with TSA for a minimum of two years.
2. Maintained active participation in TSA since high school graduation, as confirmed by conference attendance, committee membership, student competitive events judging, or other service to TSA.

DR. BOB HANSON DISTINGUISHED STUDENT AWARD

The recipient of the Distinguished Student Award is selected on the basis of valued service to the community and to TSA. Both past and present contributions are considered (as verified by responsible parties).
Section V: Conferences, Awards, and Recognition

1. A member in good standing with TSA for a minimum of one school year.
2. Active participation in TSA at the local, state, or national level.
3. Recognition by fellow students, teachers, or administrators of technology education programs as a student who has achieved prominence and distinction.

HONORARY LIFE AWARD

The recipient will have demonstrated significant support on behalf of TSA for a minimum of five years and is an individual from whom TSA may reasonably expect reliable and continued interest in its activities.

OUTSTANDING RECOGNITION AWARD

The recipient of the Outstanding Recognition Award is selected on the basis of valued service contributing to the growth of TSA. Both past and present contributions are considered (as verified by responsible parties).

1. The organization(s) that the recipient represents has supported TSA in some capacity at the local, state or national level for a minimum of three years. 2. Active participation, as evidenced by attendance at the conferences, membership on committees, judging student events, etc.
2. Involvement with advancing TSA, as evidenced by involving other business personnel and industry leaders to support TSA activities.

TSA ADVISOR OF THE YEAR

The TSA Advisor of the Year is an award presented annually at the national TSA conference to an outstanding chapter advisor. Each state may submit one advisor name (selected from chapter nominations received), per level (middle school and high school), per year.

TSA CHAPTER EXCELLENCE

The TSA Chapter Excellence award recognizes chapters that are outstanding models. Many areas of chapter operation are reviewed, including meetings, scholastic and educational activities, service projects, conference participation, team awards and recognition, and general chapter activities.

Also taken into consideration are chapter fund raising projects and leadership development activities.

TSA DISTINGUISHED SERVICE AWARD

The recipient is selected on the basis of valued service to TSA. Both past and present contributions are considered (as verified by responsible parties). Criteria include the following:

1. Association with TSA in some capacity for a minimum of three years.
2. Active participation, as evidenced by attendance at the conferences, membership on committees, judging student events, etc.
3. Involvement with advancing TSA, as evidenced by work in professional education groups, publications, research, etc.

4. High standard of attainment, as shown by establishment of new TSA chapters, program expansion or innovation, or by achievement of student members who have gained prominence and distinction.

5. Recognition by fellow professionals, as indicated by similar awards from local, district, state or regional groups.

6. Current TSA board of directors members are excluded from the nomination during their respective terms of office.

**TSA “TEACH TECHNOLOGY” SCHOLARSHIP**

The purpose of the TSA scholarship is to support the technology education profession by encouraging TSA students to pursue careers as K-12 technology teachers.

*A. Applicants must have*

1. participated in an active TSA chapter for a minimum of two consecutive years.
2. served as a TSA officer at the local, state and/or national level for a minimum of one academic year.
3. attended and participated in at least one TSA conference at the state or national level.

*B. Each applicant must submit an application package that consists of*

1. a signed cover letter that includes a detailed description of the applicant’s involvement in TSA (based on the above criteria).
2. the applicant’s SAT score and/or ACT score.
3. the applicant’s high school class rank (indicate number of students in the class).
4. no more than three letters of reference, one of which must come from a technology teacher.
5. a single-sided, one-page typed essay on the applicant’s career plans for becoming a teacher in the technology education profession.

**TSA STATE ADVISOR OF THE YEAR**

The TSA State Advisor of the Year award, sponsored by Goodheart-Willcox, is presented annually at the national TSA conference to an outstanding state advisor. Selection is based on the state advisor’s efforts to enhance the TSA experience for both chapter members and chapter advisors statewide. The award includes $250 in cash, to be used for professional development at the recipient’s discretion.
TSA TECHNOLOGY HONOR SOCIETY

The TSA Technology Honor Society recognizes TSA members who excel in academics, leadership, and service to their school and community. The TSA Honor Society is

- an opportunity for students to be recognized for their efforts.
- designed to recognize TSA members who exemplify the high ideals of academics.

WILLIAM P. ELROD MEMORIAL SCHOLARSHIP

The William P. Elrod Memorial Scholarship is awarded annually to a qualified TSA members who are graduating from high school. This $500 scholarship fund was established in memory of Mr. Bill Elrod, a founding father of TSA, who passed away on April 3, 1990. Bill was the beloved advisor of the Madison High School TSA chapter in Madison, Kansas; a previous Kansas TSA state advisor; the Kansas TSA, Inc. corporate member; a former member of the TSA, Inc. Board of Directors; and a former TSA national advisor and national assistant advisor.

All donations to the William P. Elrod Memorial Scholarship Fund have been set up as an endowment, with the annual recipient receiving the interest accumulated over the year. This scholarship is awarded for outstanding service in the field of technology to a graduating TSA student who is college or vo/tech school bound and who is in good academic standing. Private tax-deductible donations are accepted for this fund. The awards committee of the Board of Directors selects the winner of the scholarship by majority vote from among the field of applicants. The recipient of the scholarship is announced at the national TSA conference each year.
SECTION VI: PROMOTIONAL MATERIALS

Tools for promoting TSA to a variety of audiences.
These TSA promotional materials can be used for presentations, openhouses, or other membership activities. Thank you for supporting TSA!

**TSA’S VIDEO LIBRARY**

View a variety of TSA-related videos at www.tsaweb.org/video-library.

**50 WAYS TO PROMOTE TSA**

Print this brochure two-sided and fold in half for distribution to chapter members; make as many copies as desired.

**STARTING A TSA CHAPTER**

Print this brochure two-sided and fold in half for distribution; make as many copies as desired.

**NATIONAL TSA CONFERENCE FLYER**

Print and distribute as many copies of this flyer as desired.

**EXPERIENCE THE TSA TEAM**

Print and distribute as many copies of this flyer as desired.

**MAKING CHOICES**

Print two-sided and cut horizontally for distribution; make as many copies of this flyer as desired.

**TSA POWERPOINT PRESENTATION**

Make presentations to groups using PowerPoint software or print onto transparencies and use with an overhead projector in the classroom. To access the TSA PowerPoint Presentation, please go to www.tsaweb.org, For Adults and click on the Promotional Toolkit.
Section VI: Promotional Materials

1. Have an open house of the technology education department at a PTA meeting and promote TSA.
2. Prepare a packet of TSA/technology education materials for the school counselor to use during scheduling.
3. Promote technology education at school and local fairs by talking to students and parents and distributing TSA brochures.
4. Sponsor a career day for all students using local business persons, former TSA members, and current students.
5. Host eighth grade orientation for incoming freshmen and their parents.
6. Seek leadership positions on site-based councils or school committees such as curriculum technology.
7. Work actively with local youth and civic organizations (Chamber of Commerce, 4-H, Jaycees, Rotary, etc.).
8. Integrate technology education with other disciplines by developing a school-wide theme involving each technology education education class to inform legislators about technology education programs.
9. Initiate a letter-writing campaign in your technology education class to inform legislators about technology education programs.
10. Develop civic involvement in national TSA.
11. Invite a regional or state TSA officer to speak to your student body.
12. Form technology education advisory committees with local business persons.
13. Engage technology education with other disciplines by preparing a packet of TSA/technology education materials.
14. Develop an open house in your school.
15. Practice your speeches for leadership assignments for local businesses.
16. Sign up to be the counselor and public library of your local TSA office.
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18. Seek leadership positions on site-based councils or school committees such as curriculum technology.
19. Sponsor a career day for all students using local business persons, former TSA members, and current students.
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21. Have an open house of the technology education department at a PTA meeting and promote TSA.
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23. Have an open house of the technology education department at a PTA meeting and promote TSA.
24. Prepare service announcements for local cable TV.
25. Volunteer to work or assist with graduation activities.
26. Promote academic achievement of TSA members via the technology education department.
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28. Prepare a display in a mall or public place during American Education Week.
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Check Out These Ways!

- Publicize the positive things happening in technology education and TSA at school functions.
- Prepare a "Team Up with TSA" bumper sticker campaign.
- Provide student volunteers for child care services for a local nursery or preschool.
- Advertise benefits of TSA membership via a community billboard or restaurant marquee.
- Accept business or TSA membership fees at a community center, family resource center, and literacy center.
- Provide student speakers and brochures at local day-care centers.
- Serve refreshments to teachers during staff development.
- Sign up for a technology awareness seminar for the community with students demonstrating their skills.
- Technology education and TSA.
- Begin a career course to classes about the value of beginning a career.
- Invite former TSA members who are in college or who are enrolled.
- Encourage your local advisory committee.
- Technology Week or TSA in the local newspaper.
- Ask several businesses or local organizations to sponsor a community business meeting.
- Have a technology education teacher attend open newspapers.
- Publicize through the weekly local newspaper or school newsletter.
- Select an education class each week to become TSA business members.
- Assign local business leaders and former TSA members.
- Technology education and TSA benefits.
- Do a window display for a local business promoting TSA.
- Prepare banners or school bulletin boards to promote the positive things happening in technology education and TSA.
Starting a TSA Chapter

You've decided to start a TSA chapter—now what do you do?

Promoting Your TSA Chapter

Promote fall meetings early to ensure good attendance.

Make a binder or scrap book with photos of past events that new members can refer to for inspiration.

Continue to introduce events during the first half of the year.

Introduce competitive events early in the year so that members can practice.

• Personally invite students to attend meetings
• TSA meeting announcement

Use TSA handouts early in the year:

• Have a family night program
• Recognize students that have participated at the state or national conference
• Put a membership drive in place.
• To do the same:
  • Hold a lunch or during class.
  • Encourage current members to be available to talk to all prospective TSA members in the hall, at lunch or during class.

During the first month of school:

• Meet.
• Start the year with an exciting icebreaker/teambuilding activity.
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Getting Started with Organizational Meetings

FIRST GENERAL MEETING

Suggested itinerary for your first meeting:

1. Welcome and introduction
2. Explain the foundation for an invaluable student experience. Here are a few key points:
   - Create the foundation of a prospective, then newly formed TSA chapter.
3. Announce the purpose of this meeting, and how they relate to the student body.
4. Your chapter charter.
5. Announce the TSA's state and national student and advisor reports.
6. Start with a student and advisor report.
7. Address any questions or concerns.
8. Call for new members and officers.
9. Elect or appoint temporary chapter officers.
10. Develop a regular meeting schedule and plan a calendar of events.

Steps for Starting a TSA Chapter

1. Become familiar with TSA's goals and purposes, organization, and state.
2. Contact your TSA state advisor, state or national elected officers.
3. Announce to all eligible students that a general meeting will be held for the chapter and determine school procedures and policies. The TSA's state and national student reports.
4. Announce any upcoming state or national TSA events.
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10. Announce any upcoming state or national TSA events.

A student committee should be formed to:

- Develop a constitution and bylaws and prepare them for approval
- Research school procedures for establishing a student organization

National TSA
- Reasons for joining
- Membership

Allow students to ask questions about TSA:

- TSA's purposes and goals
- Facts about TSA
- Scope of TSA
- Size of TSA

Discuss the history and development of TSA:

- Being involved in local, state, and national membership
- Focusing on individuals and chapter accomplishments
- Becoming acquainted with career opportunities
- Learning more about our industrial-technology oriented society
- Meeting with business/industry people on a professional level
- Learning leadership and responsibility
- The student TSA provides a means for:

Steps for Forming a TSA Chapter

1. File with the State of Wisconsin and pay using a purchase order number or calculated automatically (and pay using a purchase order number or calculated automatically)
2. File with the State of Wisconsin and pay using a purchase order number or calculated automatically (and pay using a purchase order number or calculated automatically)
3. File with the State of Wisconsin and pay using a purchase order number or calculated automatically (and pay using a purchase order number or calculated automatically)
4. File with the State of Wisconsin and pay using a purchase order number or calculated automatically (and pay using a purchase order number or calculated automatically)
Ready to compete at the next level?

National TSA Conference Highlights

- Compete in one or more of the 65 national competitive events
- Receive professional leadership training
- Attend the American Cancer Society/TSA Spirit of Service event
- Explore STEM education and career options
- Participate in the TSA VEX Robotics competition
- Network with peers
- Gain recognition
- Elect national TSA officers

All TSA members are invited to participate in the 2012 National TSA Conference in Nashville, TN, June 21–June 25, 2011. Every member (regardless of state conference outcome*) has the opportunity to compete at the national level, benefit from leadership training, and experience all that the conference has to offer!

Detailed national conference information can be found at: http://www.tsaweb.org

*Entry in certain events is subject to state advisor approval. For a list of these events, please consult the conference website above.

Questions? E-mail general@tsaweb.org or call toll free 888-860-9010. www.tsaweb.org

See you in Nashville!
June 21st to June 25th
Technology Student Association

Experience the TSA Team!

TSA is for students who want to take their interest in technology one step further – and have fun, meet new people and perhaps get the chance to travel along the way.

Our next meeting will take place as follows:

Date: ________________________________

Time: ________________________________

Place: ________________________________

Other important information: ________________

_________________________________________________________________

If you have questions before the meeting, please contact: ________________________________

Whether you are already a member, or just thinking about it, we hope you will plan to attend.

www.tsaweb.org
The Technology Student Association offers you the opportunity to make new friends, become a leader, travel and compete in many areas related to technology.

<table>
<thead>
<tr>
<th>TSA advisor</th>
<th>Room</th>
<th>Meeting time</th>
<th>Other</th>
</tr>
</thead>
</table>

Technology Student Association  
1914 Association Drive, Reston, VA 20191  
703/860-9000  
www.tsaweb.org