OREGON

TSA
TECHNOLOGY STUDENT ASSOCIATION

STATE OFFICER APPLICATION

CONGRATULATIONS!

The decision to run and serve as an Oregon TSA State Officer is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of Oregon TSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.

Running for office and serving as a State Officer will be a positive, life-shaping opportunity. The *Oregon TSA Candidate Guide* details the important issues of State Officers and provides the specific election process, procedures, and applications.

All applications for Oregon TSA State Office are due by May 11, 2020.

Michael Korda, famous writer/novelist, once said, "In order to succeed we must first believe we can." Oregon TSA believes in you and we are eager to assist you in running for state office. Please contact us with any questions. Our best wishes for great success!

Chris Tuason
State Advisor
stateadvisor@oregontsa.org

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The Oregon TSA State Officer Team

The State Officer Team serves as an extension of the state and national organization with the distinct purpose of advancing the mission of TSA by providing dynamic leadership, services, communication, and support to local chapters. State officers are student ambassadors, leaders, and role models for Oregon TSA. In order to fulfill the important responsibility of serving members and advancing Oregon TSA, state officers are expected to fulfill the following responsibilities:

State President
- Preside at all state officer team meetings
- Appoint committees
- Serve as chairperson of the TSA Council of Chapter Presidents
- Lead the development of a program of work with the state officer team
- Promote the general welfare of TSA

State Officers
- Attend all state officer team meetings
- Serve in any capacity as directed by the president
- Collaborate as a team to develop a program of work
- Conduct outreach to schools and TSA chapters (in-person and virtually)
- Attend and serve as hosts at Oregon TSA conferences and events
- Create content for and communicate with Oregon TSA stakeholders through online media, social media, printed publications, and other methods of communication
- Collaborate with Oregon TSA management and board to support the vision and goals of the state association
- Lead and represent all student members of Oregon TSA
- Promote the general welfare of TSA

Candidate Qualifications
All candidates must:

- Be an active Oregon TSA member in good standing in an Oregon TSA local chapter at the school/district in which they are enrolled.

- Be committed to live in Oregon for the entire duration of term in office.

- Have not already served two (2) terms.

- Have a cumulative 2.5 GPA and maintain that GPA throughout term in office.

- Be recommended by the local chapter advisor and endorsed by his/her chapter.

- File a completed State Officer Application by the deadline.

- Be able to attend the state officer team required events. (See application for specific dates)

Application Procedures for State Office

1. Applicants for state office must submit the completed State Officer Application by **Monday, May 11, 2020**. Once you submit your application, you will receive notification that your application is complete.

2. All applicants will participate in a virtual video interview with the Selection Committee. Interviews will be approximately 7-10 minutes in length. **Interviews will take place on Monday, May 18 from 4:00-6:00pm.** You will receive a specific appointment time and link for an interview by email after submitting your application.

3. The Selection Committee considers the application and interview in their decision and then slates approved applicants for specific state officer positions.

4. All applicants will be notified by email with the results by **9:00am on Thursday, May 21.** Newly selected state officers assume their year of service upon receipt of this message and will serve their term until the close of the State Leadership Conference at the end of the school year.

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Applicants for state office must submit the following required documents and forms as part of their application. PLEASE NOTE THAT THESE FORMS ARE ONLINE SUBMISSIONS. The forms attached to this application are for your reference only. Click on the links below to access the forms.

Application Checklist

- ▽ State Officer Candidate Information Form
    - o https://bit.ly/ORTSAstateofficerapplication
- ▽ State Officer Candidate Q & A (Uploaded to Information Form)
- ▽ Advisor Checklist (For Reference Only – Do Not Upload)
- ▽ State Officer Candidate Agreement (Uploaded to Information Form)
- ▽ Code of Conduct (Uploaded to Information Form)
- ▽ School Administration Statement of Support (For Reference Only – Do Not Upload)
- ▽ Uniform Form
- ▽ Current transcript with GPA (Uploaded to Information Form)

Submission of Application

Completed application materials must be RECEIVED in the Information Form by **Monday, May 11, 2020.**

Questions? Please contact:
coach@oregontsa.org

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State Officer Candidate Information Sheet

STUDENT INFORMATION

Full Student Legal Name as appears on government ID (First, Middle, Last):	
Student Name as should be listed in official publications, name badges, etc.	Years as TSA Member (inc. current):
Date of Birth (Necessary for booking flights per TSA Regulations):	Student Cell #:
Student's Email Address:	Year in School:

PARENT/GUARDIAN INFORMATION
(Complete the Parent/Guardian Information if under the age of 18 years old)

Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Home Address:	
Parent/Guardian's Email Address:	Home Phone #:
Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Home Address:	
Parent/Guardian's Email Address:	Home Phone #:

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State Officer Candidate Information Sheet

ADVISOR / SCHOOL / CHAPTER INFORMATION

Oregon TSA Chapter Name:	School Name:
Advisor Name (First and Last Name):	Advisor Office #:
Advisor Email Address:	Advisor Cell #:
School Address:	
School Phone:	School Fax:

STATE OFFICER APPLICATION INFORMATION

A.   State Officer Position Of Choice (Select All That Apply)
*** *This is for informational purposes only. The Selection Committee will slate selected officers into positions* ***

☐   State President   ☐   State Officer

C.   Please list any TSA awards or recognition received:

D.   On a separate attachment (double spaced and 12-point font), please write a brief essay (maximum of 250 words) about your qualifications and why you would like to be an Oregon TSA State Officer.

Meeting with State Officer Candidates & Parents/Guardians

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Guide. Once the advisor has held this meeting and reviewed the checklist it should be completed, signed, and dated, and submitted to Oregon TSA along with the required forms in this packet.

✔	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that TSA conferences and events come before other social functions, including athletics and dances.
	Ensure that state officer candidates understand that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make TSA a priority if they are elected.
	Set up a plan for the officer to keep the advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the officer will complete their TSA projects each day. Officers should plan to spend about 30 minutes a day (sometimes more) on TSA projects.
	Ensure the officer has access to internet on a daily basis either at home or through the school to maintain the level of expected virtual communication.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for state officer candidates.
	Ensure that all forms from this packet have been completed.
	Be sure that the candidate understands that while being a TSA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, that being a state officer should be about their passion for TSA and desire to be a part of making Oregon TSA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.

_____
Chapter Advisor Name (Printed)

_____   _____
Chapter Advisor Signature   Date

Purpose

Becoming an Oregon TSA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement.

State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Oregon TSA or the State Officer Team.

If elected, the candidate agrees to

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Advisor, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon TSA Student Code of Conduct, I can be removed from office."

2. Perform to the best of his/her ability the duties of the elected office.

3. Maintain an unweighted GPA of 2.5 or better based on a 4.0 scale during their term of office.

4. Participate in ALL activities scheduled by Oregon TSA.

5. Maintain active membership in a TSA chapter by signing up for membership and paying national and state dues.

6. Attend required events for state officers:
   o Virtual State Officer Retreat | May/June 2020
   o Lifestyle of Leadership Conference | November 1-2, 2020
   o Winter Retreat | January 2021 (Exact date and location TBA)
   o State Leadership Conference | April 2021 (Exact date and location TBA)

The Parent(s)/Guardian(s) Listed Below Agree To:

1. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to the State Management Team.

2. Grant permission to Oregon TSA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oregon TSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

3. Permit the candidate to participate in all scheduled Oregon TSA activities, State Officer meetings, chapter visits, and other official officer duties.

4. If the student is elected, permit, and in the case of parents, authorize the student to visit Oregon schools and participate in Oregon TSA chapter activities for the purpose of conducting official TSA state officer business.

5. Encourage the candidate to take full benefit of the leadership development experience.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified.

2. Ensure the candidate's attendance at all Oregon TSA activities.

3. Permit the candidate to visit Oregon schools and participate in TSA chapter activities for the purpose of conducting official TSA state officer business.

4. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.

5. Read the Candidate Agreement and Oregon TSA Student Code of Conduct and discuss it with the student.

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I have read and understand the Oregon TSA Candidate Agreement.

_____

Candidate Name (Printed)

_____   _____

Candidate Signature   Date

_____

Chapter Advisor Name (Printed)

_____   _____

Chapter Advisor Signature   Date

_____

Parent/Guardian Name (Printed)

_____   _____

Parent/Guardian Signature   Date

Oregon TSA Student Code of Conduct

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the Oregon TSA Code of Conduct while I am representing Oregon TSA as a member of the State Officer Team. I will resign my office if I fail to follow this code"

The following shall be regarded as severe violations of the OREGON TSA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.

2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.

3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations

4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.

5. Serious Violations of the student conduct code of the school district or school that the student represents.

6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students

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are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the OREGON TSA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of TSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.

9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.

10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.

11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local TSA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g.. the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.

12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Note: Individual School District Policies may supersede the code of conduct.

I Have Read and Understand the Oregon TSA Student Code of Conduct as Stated Above:

_____   _____

Candidate Signature   Date

_____   _____

Chapter Advisor Signature   Date

_____   _____

Parent/Guardian Signature (If under 18 years)   Date

School Administration Statement of Support

Candidates need to secure the official endorsement of their TSA chapter advisor and school administrator as an officially supported state officer candidate.

I understand that TSA is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Oregon Department of Education as a curricular and integral instructional tool of the classroom.

I understand that _____ (candidate name) has been officially endorsed by our school's TSA chapter, our TSA chapter advisor, and his/her parents/guardians to seek Oregon TSA State Office.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local TSA chapter and chapter advisor during the above named student's term of service as a Oregon TSA State Officer.

Our school agrees to support the above named student's duties and responsibilities as an Oregon TSA State Officer including approval of absences or providing chaperones for Department of Education or Oregon TSA official functions. We also understand that is it the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Oregon TSA official functions.

I understand that serving as an Oregon TSA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Oregon. Our school pledges to work in partnership with the Oregon Department of Education and Oregon TSA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

_____   _____
Print Name of Administrator   Print Name of Advisor

_____   _____
Print Title of Administrator   Print Title of Advisor

_____   _____
Signature of Administrator   Signature of Advisor

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Uniform Information Form

The Oregon TSA Management Team will make arrangements for purchasing components of the state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable and best looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

_____
STATE OFFICER CANDIDATE NAME

LADIES		GENTLEMEN

LADIES

BLAZER SIZE
Check one size

SIZE	BUST		WAIST		HIPS	
SIZE 0:	32		25		35	
SIZE 2:	33		26		36	
SIZE 4:	34		27		37	
SIZE 6:	35		28		38	
SIZE 8:	36		29		39	
SIZE 10:	37		30		40	
SIZE 12:	38		31		41	
SIZE 14:	40		33		43	
SIZE 16:	41		34		44	
SIZE 18:	43		36		46	
SIZE 20:	45		37		47	
SIZE 22:	46		39		49	
SIZE 24:	48		41		51	
SIZE 26:	50		43		52	
SIZE 28:	52		45		54	

SKIRT/PANT SIZE
Check your preferred skirt/pant style
Petite ☐ Regular ☐ Long ☐
Indicate your size (#) _____

POLO SHIRT/DRESS SHIRT

Small ☐ Medium ☐ Large ☐ XL ☐ XXL ☐

SHOE

Indicate your size (#) _____

GENTLEMEN

BLAZER SIZE
Check one size from short, regular, tall, or xtra

SHORT 5'3"-5'7"		REGULAR 5'7"-5'11"		TALL 6'0" - 6'3"		XTRA 6'3" and Taller	
36		36					
38		38		38			
40		40		40			
42		42		42		42	
44		44		44		44	
46		46		46		46	
		48		48		48	
		50		50			
		52		52			
		54		54			

PANT SIZE
Indicate waist and length below
Waist (#) _____
Length (#) _____

POLO SHIRT/DRESS SHIRT

Small ☐ Medium ☐ Large ☐ XL ☐ XXL ☐ XXXL ☐

SHOE

Indicate your size (#) _____

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