

Georgia TSA

State Officer Handbook & Application

Achieve Your **GOALS**

Work as a **TEAM**

Become a **LEADER**

"Leadership is practiced
not so much in words as
in attitudes and actions."



General Responsibilities of Advisor's of State Officers

- The GA TSA local chapter Advisor is the only person authorized to initiate state officer nominations.
- The GA TSA local chapter Advisor may use any procedure he/she wishes to determine which candidate is eligible to run for office using the following guidelines.
- It is the GA TSA local chapter Advisor's responsibility to verify all forms and documents and sign the application form in the official space provided. The Chapter Advisor will send all required materials to the GA TSA State Association Coordinator. All materials must be postmarked by the due date.
- The GA TSA local chapter Advisor is responsible for overseeing the completion of all state officer assignments and attendance and promptness at all Georgia TSA required functions.

General Responsibilities of State Officers

As a state officer, you will have the responsibility for the members of the organization. **Georgia TSA must be your top priority for an entire year.** Being a state officer involves a tremendous amount of time, commitment and responsibility to the organization.

As a state officer of GA TSA, the impression you make on other people will have a significant impact on how they judge the entire organization. You must always be mindful of the image you portray in appearance, in speaking, in writing, and in manners.

The growth of GA TSA depends on the performance of your duties and the impression you leave with people who are interested in GA TSA. You are responsible for responding timely and appropriately to any member requests for support or assistance.

State officers should always be prepared, on any occasion, to make remarks or "say a few words" about GA TSA. To do this you should know and understand the bylaws, creed, mission, and general historical and current facts about TSA.

As a state officer, you have the challenge of providing guidance, leadership, and inspiration to all GA TSA members. The example that you set will affect each member's enthusiasm and involvement. State officers are required to adhere to the Code of Conduct and Dress Code.

You will also be a member of a team of state leaders in the executive committee and advisory council. It is the responsibility of this team to collectively work to meet the needs of the members of GA TSA. You must show respect and courtesy to your fellow officers at all times. Communication is key to the success of the state officer team!

GA TSA State Officer Duties and Responsibilities

- **Communicate regularly and respond promptly to all inquires for information.**
- **Check email daily.**
- **Submit Monthly Officer Reports to the State President and State Office.**
- **Make after school visits to local chapters to discuss GA TSA and encourage further participation in state and national programs.**
- **Attend all state officer meetings and functions from start to finish.**
- **Attend all required meetings as outlined in the State Officer Agreement.**
- **Keep a notebook of all activities during term in office.**
- **Work to recruit new chapters and new members.**
- **Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.**
- **Support chapter advisors in their efforts to implement Georgia TSA chapters.**
- **Purchase the Official State Officer Uniform items if you out grow or damage your original Uniform.**
- **Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct.**



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Georgia TSA State Officer Code of Conduct

The following code of conduct applies to all State Executive Council members:

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state and national TSA organization.
2. Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
3. The use of illegal drugs, alcohol, or tobacco products will result in automatic termination of office.
4. Theft or vandalism is not acceptable and will result in automatic termination of office and the officer and his/her parents will be expected to pay the damages.
5. Any accidents, injuries, or illnesses should be reported to the local Advisor and the Executive Director immediately so that proper medical care may be obtained.
6. Inappropriate physical contact with other officers or members is not acceptable.
7. All officers will abide by the curfew times at state and national meetings.
8. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Executive Director or State Advisor and an advisor must be present during these visits.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells, areas that are poorly lit, or areas that have light pedestrian traffic alone.
10. The dress code will be followed at all times.

Term of Office

The term of office for all officers shall be one year. No officer of the association may serve for more than two consecutive terms on the executive committee.

Vacancies

In the event of a vacancy in the office of president, the 1st vice president shall automatically succeed to this office. The office of 1st vice president would then be declared vacant and all affiliated chapters would be notified of said vacancy and be eligible to submit a candidate for consideration by the executive committee for the unexpired term. Local chapters will also be notified in the event of a vacancy in other elected offices (sergeant-at-arms is appointed) so they can submit a candidate for consideration. The executive committee would review those candidates submitted and select a person to fill the vacancy.

Professional Image and Official Dress

Being a state officer is a major responsibility that requires firm commitment and cooperation. State officers are expected to present themselves in an exemplary manner in appearance and behavior.

State officers are expected to wear the Georgia TSA official dress uniform when making public appearances on behalf of Georgia TSA, unless otherwise requested or approved by State Staff.

In a less formal occasion, state officers may be asked to wear GA TSA polo shirt or collared shirt with khaki or black dress pants.

Official Georgia TSA Attire

Blazer: navy blue with official TSA patch
Ties: scarlet red imprinted with official TSA logo tie (for males) and bow tie (for females), or pearls with red button up shirt or stripped tie for males.
Shirt or blouse: white or red, button-up with turned down collar
Pants or skirt: light gray (skirt length should fall to at least the tips of one's finger)
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 (unacceptable: flip-flops)



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Eligibility and Qualifications

Deadline: All forms must be postmarked by **February 4th, 2011**. If all or any part of the officer application is post-marked after the deadline, the entire application will be disqualified.

Georgia TSA State Officer Positions

- President
- First Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Reporter
- Sergeant-at-Arms

All candidates will wear Official Dress when giving their Campaign Speeches and during the interview process at the state meeting in February.

All candidates must attend the Candidate Eligibility Interviews in February with the Georgia TSA Executive Director and a candidate review team. The current year's Georgia TSA Statesman Award Test will be given at this time, if you have not previously passed.

Other Qualifications

- Only current GA TSA members (active) in good standing are eligible to run for or hold a state officer position. All candidates must be affiliated through national TSA.
- May be a sixth (6th) through an eleventh (11th) grade student.
- Candidates must meet guidelines for the State No Pass/No Play requirements.
- A candidate should have a thorough knowledge of parliamentary procedure and the GA TSA bylaws.
- A candidate must be a member of GA TSA for at least one year before seeking a state officer position. For example, a candidate who became a member at the beginning of the school year is eligible to run for office during state conference for that school year, as their term in office will be their second year of membership.
- A candidate must have attended 3 conference during the current school year.
- All candidates should have the ability to express opinions, make decisions, and be neat and business-like in appearance.
- All candidates should read carefully the section in the GA TSA bylaws on the duties and responsibilities of each of the offices.
- Candidates must attend all state officer candidate meetings at the State Conference. Failure to attend candidate meetings may result in removal from the ballot.
- State officer candidates must understand the TSA creed and know it from memory and be able to recite it during the Georgia TSA State Conference.
- State officer candidates must have passed the current year's Statesman Award with an 85% or better.
- State officer candidates must have held a local officer position

Election Procedures

- Candidates can elect to run for the office of president and 2nd vice president.
- All other candidates will run as a general officer for GA TSA.
- Candidates not elected to president and 2nd vice president have the option to join the general officer candidate pool. The top 5 candidates elected from the general officer pool will form the remaining state officer team.
- Positions will be chosen by a committee and announced at the awards ceremony.
- New Officers will stay after awards ceremony for pictures and mandatory meeting.



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Results of Code of Conduct Violation

The administration of the local school and the parent(s) or guardian of the state officer will be notified should a violation of the Code of Conduct warrant disciplinary action that results in the officer's immediate expulsion.

Circumstances that will result in an immediate expulsion from office, conference, workshop, camp, executive council meeting, etc. include:

1. Possession of alcoholic beverages or narcotics of any form, at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution and will result in the officer's immediate removal from office.
2. Violation of male and female room regulations will result in the officer's immediate removal from office.
3. Damage to property, or violation of hotel safety codes or criminal laws will result in the officer's immediate removal from office.

Note: Parents or guardians will be contacted and be responsible for making appropriate arrangements for the officer's immediate return home. It is also the responsibility of the officer or parent's to defray any cost relating to the incident.

State officers may be removed from office for one or more of the following reasons:

1. failure to perform the duties of their office
Any lack of preparation for a conference of meeting (ie. Assignments, rehearsing script, etc.)
2. failure to attend required meetings
It is not permissible for state officers to miss meetings, conference, training, ect, as the dates are given in advance. Failure to attend a meeting will result in immediate removal from office.
3. failure to follow rules, regulations, and responsibilities
State officers are expected to follow the same rules and regulations that all TSA members follow. Failure to do this will result in a warning the 1st time and removal from office on the 2nd offense.
4. failure to act in a professional manner
Failure to treat your fellow officers, students, advisors, or members in an appropriate manner will result in a warning for the 1st offense and removal from office on the 2nd offense.
5. failure to meet appropriate deadlines without satisfactory explanation
Failure to meet deadlines will result in a warning for the 1st offense and removal from office on the 2nd offense.



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Travel Policies and Procedures

As a state officer you will be obligated to attend several state meetings. You may also receive invitations to chapter meetings, as well as those for community and civic groups.

You must coordinate travel arrangements with chapter advisor. If someone other than the chapter Advisor or parent of the officer will transport the officer to meetings, the details of this agreement will be in a **written agreement (Travel Form attached)**. The agreement must be signed by all parties involved including school officials of participating parties, advisor, and parents of the officer. **A copy of this agreement must be provided to the state office at least two (2) weeks prior to the event.** The transporting party must be provided with proper insurance information and permission forms by the chapter advisor and student.

Officers are **not** allowed to attend meetings without the direct supervision of an adult chaperone both in travel to and from the meetings and while at the meeting. Officers are not permitted to drive their own vehicles to meetings.

Conference permission and medical release forms must be given to chapter advisor in a timely manner. A copy must be carried at all times when attending GA TSA business. Medical facilities will not treat minors without a medical release form. ALL medical information pertaining to the state officer must be fully disclosed on the form.

Conferences and Meetings

If elected, the candidate agrees to attend the following events but not limited to:

*These are all **Mandatory Dates** for each State Officer. Dates are subject to change. Please review carefully.

May 13-15, 2011	GA TSA State Officer Training and Meeting	TBA
June 4, 2011	National Conference Event Meeting	TBA
June 10-12, 2011	CTSO State Officer Training	TBA
June 12-15, 2011	GA TSA State Officer Training	TBA
June 21-June 25, 2011	National TSA Conference	Dallas, TX
August 20, 2011	Executive and Advisory Committee Meeting	TBA
September 9-11, 2011	CORE: Chapter Officer Retreat for Excellence	Tumbling Waters, Clayton, GA
October 7 -9, 2011	Executive and Advisory Committee Meeting	Warner Robins, GA
October 10, 2011	Tech Day at the Georgia National Fair	GA National Fairgrounds, Perry, GA
November 11-13, 2011	Fall Leadership Conference	TBA
December	Mid Year CTSO Training	TBA
January 21, 2012	Executive and Advisory Committee Meeting	TBA
February 2012	Candidate Interviews	TBA
February 2012	CTSO Legislative Day at the Capital	Atlanta, GA
March 8-10, 2012	State Leadership Conference	Classic Center, Athens, GA

State Officer Communication Requirements

- All written communication, publications, web content, workshops and speech outlines must be reviewed and approved by your Advisor. All communication must follow proper English and business writing standards.
- The Monthly Officer Report must be submitted to the State President and State Staff no later than the 5th of the month (See page 10 for a Sample Report)
- Take time to plan ahead so that your written communication flows through this process as quickly as possible.



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Travel Agreement Form

If someone **other than** the Chapter Advisor, State Staff or parent of the officer will transport the officer to meetings, the details must be arranged in a **written agreement** . **A copy of this agreement must be provided to the State Office at least two (2) weeks prior to the event unless extenuating circumstances require a shorter time period..**

All students must adhere to their **local school district's student transportation policy** and procedures The transporting party must be provided with **proper insurance information and permission forms**.

Check the following that applies to _____ event:

___ The officer will be transported to required event as a part of his/her official responsibilities by means of **another Chapter Adviser**.

___ The officer will be transported to required event as a part of his/her official responsibilities by means of a **Chaperone**.

My signature below verifies that the above mode of transportation are not in violation of the _____ School District student transportation policy.

By signing, I understand and agree to my son/daughter to travel by the means mentioned above to any Georgia TSA event and hereby realize Georgia TSA is not held liable.

Student

Date

Advisor

Date

Parent/Guardian

Date

School Principal

Date

School Superintendent

Date



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State Officer Report Form

The **State Officer Report Form** serves as an informational tool to aid the state officer team, Board of Directors, and Executive Director in fulfilling their respective responsibilities and duties. You should be excited to report your activities! What you do matters to those you serve. Your report inspires action and encourages your team to work smarter in the accomplishments of their duties.

Each state officer is required to submit their **State Officer Report Form** to the **State President and State Director** by the **5th of the month**. The **State President** will then be responsible for seeing that the reports are compiled into a complete State Officer Monthly Report and will be submitted to the **State Director no later than the 10th of the month**. This report will be sent to all of the Board of Directors members. Failure to submit this report will result in consequences outlined by the state officer disciplinary process. With the ability to submit report via email, there should be **NO** excuse for reports being submitted late, barring any serious circumstances. *One copy of the report should be kept in your officer notebook and signed by your advisor. These will be submitted at our meetings.*

1. POW ACTIONS AND ACCOUNTABILITY ITEMS

2. COMMUNICATION AND CORRESPONDENCE

Date	Type	Nature	Receiver

3 . MEMBERSHIP RECRUITMENT

4. LESSON LEARNED

5. STATE AND NATIONAL PROGRAM EFFORTS

6. ADDITIONAL ACCOMPLISHMENT

7. QUOTE OF THE MONTH

Advisor's Signature

Date



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State Officer Report Form Sample

Officer Name:

1. POW ACTIONS AND ACCOUNTABILITY ITEMS

- Started the Turkey Project—proceeds went to Feed the Children and Any Soldier (provides soldiers with necessities)
- Finished the TSA bulletin board for the CTE department
- Attended a GETEA area meeting to promote GA TSA
- Held a chapter executive committee meeting
- Contacted 2 new chapters in my area to offer assistance

2. COMMUNICATION AND CORRESPONDENCE

Date	Type	Nature	Receiver
10/8/10	Promote TSA	Contacted GETEA area chair about attending the next meeting	Pat Sanders
10/15/10 10/30/10	Promote TSA Help a new chapter	Attended the GETEA meeting in my area Visited Blank MS to help with a chapter meeting	Area 4 teachers Blank MS

3. MEMBERSHIP RECRUITMENT

Failure to treat your fellow officers, students, advisors, or members in an appropriate manner will result in a warning for the 1st offense and removal from office on the 2nd offense.

4. LESSON LEARNED

Learned about items that could be beneficial to new chapters. We need to complete a new chapter packet for GA.

5. STATE AND NATIONAL PROGRAM EFFORTS

Our chapter has been working on several fundraisers to raise money for Leukemia and Lymphoma society.

6. ADDITIONAL ACCOMPLISHMENT

Honor roll at school
Completed FLC script requirements

7. QUOTE OF THE MONTH

You never know what you can do until you try.

Advisor's Signature

Date



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State Officer Checklist

The Georgia TSA officer candidate application **MUST** include the following: (Please check off each item as you verify that it has been included in the application packet)

_____ Application Cover Sheet

_____ Contributions and Accomplishments in TSA

_____ Platform Statement—an electronic copy should be placed on the CD with the picture.

_____ A recent Color photo on a CD. The CD should be labeled with Candidate Name and Chapter.

_____ Officer Candidate Evaluation Report #1 in a sealed envelope (Business/Community Leader's Evaluation Report)

_____ Officer Candidate Evaluation Report #2 in a sealed envelope (Advisor's Report)

_____ Officer Candidate Evaluation Report #3 in a sealed envelope (Administrator's Report)

_____ Signed Code of Conduct Form

_____ Signature Page with all appropriate signatures

_____ GA TSA State Officer Advisor Agreement

**** APPLICATIONS WILL BE NULL AND VOID IF:**

1. The application packet is not postmarked on or before the application packet deadline of **February 4, 2011**, or
2. All pages of the application packet document are not fully completed and/or one or more pages of the above listed items are not included.

Mail to completed application packet to:

Georgia TSA
PO Box 27
Oakman, GA 30732

*



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State Officer Election Phases

Phase 1—Application Submission

- It is the candidate and the candidate's Advisor's responsibility to have the candidacy forms completed by the candidate and returned to the Georgia TSA office postmarked by **February 4, 2011**. Each chapter may submit two candidates for a State Officer position.

Phase 2—Officer Interviews and Statesman Award Test

- In this phase, **Candidates and Advisors** will arrive on **February 12, 2011** at the location you will receive in an e-mail confirmation at 10:00 am and will be taken through the candidate process and requirements by the **State Interview Committee Coordinator**.
- Candidates must arrive in **official GA TSA attire**.
- The statesmen test will not be given at the interviews. You should have already passed the test at CORE or FLC 2010.
- Candidates will be rated during the interview and if they receive a **passing score** based on the rubric, they will then move to **Phase 3**.
- Advisors must be present for mandatory advisor's meeting on this date as well.

Phase 3—Candidate Speeches and Election

- All candidates will be giving a **3 minute speech** at the State Leadership Conference.
- All candidates must be in **Official Dress**.
- **All candidates** will deliver their speech during the general session.
- A **Selection Committee** will interview the elected candidates and will assign offices based on qualifications, speech and interview.
- Candidates receiving an office will be announced at the **Awards Session**.
- **Installation ceremony** will take place during the **Awards Session**.

Campaigning

- No campaigning should take place prior to the State Conference.
- Officer candidates will have the opportunity to have campaign booths at the State Conference.
- No campaign material shall be attached to the walls or other property of the conference facility.
- Time will be provided for delegates to "meet the candidates."
- Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions. No campaign hand-out material is permitted during these sessions.
- Candidates for all offices will be limited to a **THREE MINUTE** speech.
- Candidates will not be nominated from the floor.
- All local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the "public eye" focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."
- With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks.
- It is the responsibility of each officer candidate to see that all campaign material is picked up and removed one hour prior to the election session. No campaign material will be allowed in the election session.
- There will be **NO** campaigning after curfew. This includes officer candidate interviews.
- Current State Officers can not assist any candidate in running for state office.



State Interview Committee Rubric - Phase I General Information Evaluation for All Officers

Candidate's Name: _____

Applying for: _____ President
 _____ 2nd Vice President (Middle School only)
 _____ Other officer positions

School: _____

Phase I: Candidate's Application

Score:	0-1	2-3	4-5	Total
Appearance of Application	Typed or hand-written, not legible, several grammatical errors, spelling errors	Typed or hand-written with some spelling and/or grammatical errors	Typed in a professional and business format with few or no errors	
Contribution to Local TSA Activities	Evidence of 2 or less activities	Evidence of 3 to 4 activities	Evidence of 5 or more activities	
Contribution to State TSA Meetings	No Involvement	Evidence of 1 to 2 activities	Evidence of 3 or more activities	
Contribution to National TSA Meetings	No Involvement	Evidence of 1 to 2 activities	Evidence of 3 or more activities	
Involvement in National TSA Programs	Involved in 2 or less programs	Involved in 3 to 4 programs	Involved in 5 or more programs	
Recommendations by Others	Evidence of 1 recommendation that expresses endorsement	Evidence of 2 recommendations that express endorsement	Evidence of 3 or more recommendations that express endorsement	

Total points earned by this candidate in Phase I: _____

- A maximum of 30 points may be earned in Phase I from the application, a minimum 20 points must be earned to move to Phase II.

Interview Committee:

Recommended _____ Not Recommended _____



State Interview Committee Rubric–Phase II General Information Evaluation for All Officers

Candidate's Name: _____

Applying for: _____ President
 _____ 2nd Vice President (Middle School only)
 _____ Other officer positions

School: _____

Phase II: Interview & Exam

<u>Appearance</u>	0-1	2-3	4-5	Total
Grooming				
Posture				
<u>Oral Interview</u>				
Knowledge of TSA				
Enthusiasm				
Content of responses				
<u>Communication Techniques</u>				
Voice Pronunciation, Diction				
English usage				
Eye contact with Interviewer				

Total points earned by this candidate in the Interview: _____ (max. 40)

Total points earned by this candidate on the Statesman Award Test: _____ (max. 30)

Total points earned by this candidate in Phase II: _____

- A minimum of 52 points required to move onto Phase III.

Interview Committee:

Recommended _____

Not Recommended _____



Georgia TSA

State Officer Application



Georgia Technology Student Association State Officer Candidate Cover Sheet

If you are seeking the office of President or Second Vice President please select the appropriate office.

_____ President _____ Second Vice President (for MS only)

_____ Check here if you do wish to go into the general officer pool.

If you are seeking to be a member of the officer team and running not seeking the office of President or Second Vice President, check 2 offices that interest you most.

_____ Vice President _____ Secretary _____ Treasurer

_____ Reporter _____ Sergeant-at-Arms

Are you interested in serving as a regional ambassador in the pilot program if you are not elected?

_____ YES _____ NO

Candidate Name _____

Parent/Guardian Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____

Candidate's Email _____

Advisor's Name _____

School Name _____

School Address _____

City _____ State _____ Zip _____

School Phone _____

Advisor's Email _____

Age (as of March 1st) _____ Current Grade Classification _____

Please check the following areas in which you have experience:

_____ Writing news stories _____ Committee work _____ Chapter contest

_____ Parliamentary Procedure _____ Public Speaking _____ Computer Skills

_____ Graphic Skills _____ Public Service Activities _____ Fundraising



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Section II

Major Contributions/Accomplishments in TSA

TSA Achievement Awards	Dates Completed
Leadership Development	
Understanding Technology	
School and Community Service	
Career and Personal Planning	
Bronze, Silver, Gold Awards Earned	
TSA Technical Honor Society	

Projects and Meeting	Date Completed or Attended
TSA Competitive Events Events Entered:	
Local Offices Offices Held:	
State Offices Offices Held:	
Attended GA TSA CORE Conference	
Attended Tech Day at the Georgia National Fair	
Participated in Georgia National Fair TSA Events (Membership, Pin Design, Architecture, etc.)	
Attended Fall Leadership Conference	
Participated in Conference Events (Armada, Vex Robotics, Leadership Academy, POW Competition)	
Attended GA TSA Fall Leadership Conference	
Attended CTSO Day at the Capitol	
Attended National Conference	
Other	



Candidate Platform Statement

This must be typed in the space provided. **The Platform Statement must be a minimum of 100 words and less than 200 words. In addition to printing your platform statement below, enclose an electronic copy on a computer disk.**

Do not ask members for their votes. It is permissible to ask for support, consideration or confidence.



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Technology Student Association Office Candidate Evaluation Report

The candidate must complete this section.

Candidate Name _____

School Name _____

Date _____ Advisor's Name _____

Business Person or Community Leader's Report

The evaluator must complete this section. Use only the space provided. Typed submissions are preferred. All comments from evaluators will be held in confidence.

Evaluator's Name _____

Evaluator's Position _____

Company Name _____

Company Address _____

Phone Number _____

Email _____

How long and in what capacity have you known the applicant? _____

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

	Score 1	Score 2	Score 3	Score 4	Comments and Score
Appearance	Careless, poor grooming	Functional attire; neatly groomed	Well groomed	Immaculate attire and grooming	
Bearing	Often appears uncertain, poor in posture	Seems confident, average posture	Sure of self, reflects confidence	Highly confident	
Expression	Poor speaker, hazy thoughts and ideas	Speaks average for age group	Speaks and thinks clearly and with confidence	Exceptional	
Motivation	Doubtful interest in office	Average motivation if encouraged	Strong interest in office	Highly motivated, eager to work	
Personality	Slightly objectionable	Likable	Pleasing	Extremely pleasing	

Overall: _____ Satisfactory _____ Very Good _____ Excellent

Would you recommend this student as a State Officer? _____ No _____ Yes

Evaluator's Signature _____ Date _____

Additional Comments: Use the reverse side of this sheet to provide any additional comments about this candidate.



Technology Student Association Office Candidate Evaluation Report

The candidate must complete this section.

Candidate Name _____

School Name _____

Date _____ Advisor's Name _____

Advisor's Report

The evaluator must complete this section. Use only the space provided. Typed submissions are preferred. All comments from evaluators will be held in confidence.

Evaluator's Name _____

Evaluator's Position _____

Company Name _____

Company Address _____

Phone Number _____

Email _____

How long and in what capacity have you known the applicant? _____

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

	Score 1	Score 2	Score 3	Score 4	Comments and Score
Appearance	Careless, poor grooming	Functional attire; neatly groomed	Well groomed	Immaculate attire and grooming	
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Overall: _____ Satisfactory _____ Very Good _____ Excellent

Would you recommend this student as a State Officer? _____ No _____ Yes

Evaluator's Signature _____ Date _____

Additional Comments: Use the reverse side of this sheet to provide any additional comments about this candidate.



Technology Student Association Office Candidate Evaluation Report

The candidate must complete this section.

Candidate Name _____

School Name _____

Date _____ Advisor's Name _____

Administrator's Report

The evaluator must complete this section. Use only the space provided. Typed submissions are preferred. All comments from evaluators will be held in confidence.

Evaluator's Name _____

Evaluator's Position _____

Company Name _____

Company Address _____

Phone Number _____

Email _____

How long and in what capacity have you known the applicant? _____

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

	Score 1	Score 2	Score 3	Score 4	Comments and Score
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Personality	Slightly objectionable	Likable	Pleasing	Extremely pleasing	

Overall: _____ Satisfactory _____ Very Good _____ Excellent

Would you recommend this student as a State Officer? _____ No _____ Yes

Evaluator's Signature _____ Date _____

Additional Comments: Use the reverse side of this sheet to provide any additional comments about this candidate.



Results of Code of Conduct Violation

The administration of the local school and the parent(s) or guardian of the state officer will be notified should a violation of the Code of Conduct warrant disciplinary action that results in the officer's immediate expulsion.

Circumstances that will result in an immediate expulsion from office, conference, workshop, camp, executive council meeting, etc. include:

1. Possession of alcoholic beverages or narcotics of any form, at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution and will result in the officer's immediate removal from office.
2. Violation of male and female room regulations will result in the officer's immediate removal from office.
3. Damage to property, or violation of hotel safety codes or criminal laws will result in the officer's immediate removal from office.

Note: Parents or guardians will be contacted and be responsible for making appropriate arrangements for the officer's immediate return home. It is also the responsibility of the officer or parent's to defray any cost relating to the incident.

State officers may be removed from office for one or more of the following reasons:

1. failure to perform the duties of their office
Any lack of preparation for a conference of meeting (ie. Assignments, rehearsing script, etc.)
2. failure to attend required meetings
It is not permissible for state officers to miss meetings, conference, training, etc, as the dates are given in advance. Failure to attend a meeting will result in immediate removal from office.
3. failure to follow rules, regulations, and responsibilities
State officers are expected to follow the same rules and regulations that all TSA members follow. Failure to do this will result in a warning the 1st time and removal from office on the 2nd offense.
4. failure to act in a professional manner
Failure to treat your fellow officers, students, advisors, or members in an appropriate manner will result in a warning for the 1st offense and removal from office on the 2nd offense.
5. failure to meet appropriate deadlines without satisfactory explanation
Failure to meet deadlines will result in a warning for the 1st offense and removal from office on the 2nd offense.

Candidate's Signature

Date

Parent's/Guardian Signature

Date

I have read and fully understand the GA TSA Code of Conduct and agree to help enforce these guidelines.

Advisor's Signature

Date



Georgia Technology Student Association
State Officer Handbook and Application

"Leadership is practiced not so much in words as in attitudes and actions."

Signatures

Being a State Officer is a responsibility that requires firm commitment and cooperation. State Officers are expected to:

- Communicate regularly and respond promptly to all inquires for information.
- Check email daily.
- Submit Monthly Officer Reports to the State President and State Office.
- Make after school visits to local chapters to discuss TSA and encourage further participation in state and national programs.
- Attend all state officer meetings and functions from start to finish.
- Attend all required meetings as outlined in the State Officer Agreement.
- Keep a notebook of all activities during term in office.
- Work to recruit new chapters and new members.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.
- Support chapter advisors in their efforts to implement Georgia TSA.
- Purchase the Official State Officer Uniform.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct.

The undersigned certify that the above candidate for State Office has been recommended by his/her chapter, is qualified for position and has approval to hold the position if selected.

Candidate

Date

Chapter Advisor

Date

Parent/Guardian

Date

CTE Supervisor

Date

School Principal

Date

School Superintendent

Date



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Georgia TSA State Officer Advisor Agreement

As an Advisor to a State Officer candidate, you play a vital role in the state officer experience. It is important for you to be supportive and encouraging. You must be there to help relieve stress by listening and giving advice when the state officer needs it.

Encourage your candidate to practice presentations with you and help prepare them for question and answer sessions. They must be quick to answer the hard questions from TSA members and Advisors.

Advisors, please initial each:

___ I will ensure that my State Officer is supervised at all times.

___ I am responsible for the actions and behavior of my State Officer (dress code, punctuality, meeting attendance, etc.)

___ I will ensure that my State Officer fulfills all of his/her duties as defined by GA TSA guidelines.

___ I will ensure that my officer attends mandatory events and is on time, prepared academically, and in the official uniform.

___ As an Advisor to a State Officer, I understand I am expected to assist in workshops, rallies, conferences, and competitions in a variety of duties.

Advisor

Date

CTE Supervisor

Date

School Principal

Date

School Superintendent

Date



Georgia Technology Student Association

Personal Liability / Medical Release / Photograph Release

All children, students, and adults who attend the State Officer Training.. You will not be allowed to ride in personal cars of Terri Hancock without this form. Parents and chapter advisors: Please make a copy of this completed form for your records.

Name _____ Home telephone _____

Home street address _____ City/State/Zip _____

Parent Cell # _____ Date of Birth _____

Advisor _____ School _____

School telephone _____

Please write yes or no on each line: The student named above has permission to ride with Terri Hancock _____, or Ron Barker _____. My child has permission to attend the fair and ride the fair rides _____.

MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise) _____

2. Current medication _____

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc. _____

4. Physician's name _____ Physician's telephone _____

PLEASE INITIAL EACH LINE

_____"I hereby agree to release the Georgia Technology Student Association, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the TSA State Officer Training or a TSA Conference, including travel to and from the hotel, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

_____"I do voluntarily authorize the Georgia Technology Student Association's local chapter advisors, state advisor, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

_____"I agree to indemnify and hold harmless the Georgia Technology Student Association and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

_____"I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person (child or student) while attending the Georgia TSA Activity, including time traveling to and from the conference."

_____"I permit Georgia TSA to use video footage and photographs of my child for publicity that might include but is not limited to: website, PowerPoint presentations, promotional videos, flyers or news publications."

Signature of parent or guardian (if child or student)

Date

Participant's or advisor's signature

Date

A COPY OF THIS FORM MUST BE KEPT BY THE STATE ADVISORS AT THE CONFERENCE AND GIVEN TO APPROPRIATE MEDICAL AUTHORITIES IN THE EVENT OF A MEDICAL EMERGENCY.



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