

## MEMORANDUM

TO: West Virginia TSA Advisors

FROM: Kathy Gillman, State Coordinator, Engineering and Technical Coordinator  
Division of Technical and Adult Education Services

SUBJECT: West Virginia TSA State Conference

DATE: January 26, 2011

I hope you and your students are ready to start thinking about the WV TSA State Conference, to be held April 7, – April 9, 2011, at Cedar Lakes!

### Registration Forms

Registration is online and can be located at  
Middle School:

<https://spreadsheets.google.com/viewform?hl=en&formkey=dGFjd1JsZjVnUnpsaExWNkJ4YWNTc2c6MQ#gid=0>

High School:

<https://spreadsheets0.google.com/viewform?hl=en&hl=en&formkey=dHVjTGhtT0NnUURjTINTTzZRRWcyZ3c6MQ#gid=0>

Check the WV State Supplement to find the number of representatives that will be able to attend the national conference to represent West Virginia for each first place event. **Registration fees are due by March 21, 2011.**

### Parent Consent Forms

A copy of the Parent Consent Form is located at .

[http://wvtsa.org/3\\_conferences/state/state\\_conference\\_main\\_page.htm](http://wvtsa.org/3_conferences/state/state_conference_main_page.htm). Please make sufficient copies for all of your students. You may submit these forms with your registration payment or at the time of check in. If a student does not have a signed Parent Consent Form, they will be sent home.

### Conference Costs

The total cost of the conference this year is **\$100.00 per person**. The registration fee of \$55.00 per person must be postmarked by March 21, 2011. This amount will be applied to your total costs, ***but is not refundable if someone decides not to attend.*** The balance of \$45.00 per person must be paid upon arrival. Make checks payable to "WV TSA." See your career and technical director concerning reimbursement for advisors' and chaperones' expenses. If you wish to avoid a LOT of the hassle at registration, send the entire amount of \$100.00 per person with your pre-registration forms. Then you can check in, pick up your packets and leave. If your chapter arrives the evening of April 6th, the cost to attend the conference will be \$125 per person. This does not include an evening meal on April 6<sup>th</sup>. This will be your chapter responsibility; however, meals will be served beginning with breakfast on April 7<sup>th</sup>.

## Competitive Events

Make sure you use the proper TSA competitive events guidelines:

2010- 2011 Middle School Technology Activities  
National TSA Conference Competitive Events Guide

**New!!** 2001-2012 High School Technology Activities  
National TSA Conference Competitive Events Guide

Please read all competitive events carefully. Make sure that you check the **WV State Supplement** carefully (available on-line) for the state contests that differ from the national guidelines, and refer to state rules in these contests. Also, make sure to read the WV State Supplement for additional notes about events. This is also located on the WV TSA website at

[http://wvtsa.org/3\\_conferences/state/state\\_conference\\_main\\_page.htm](http://wvtsa.org/3_conferences/state/state_conference_main_page.htm).

## Recognition Awards (also located at

[http://wvtsa.org/3\\_conferences/state/state\\_conference\\_main\\_page.htm](http://wvtsa.org/3_conferences/state/state_conference_main_page.htm))

Make sure to apply for the various awards and recognition programs by March 5, 2011. Make sure to send the proper application forms and payment, if applicable, with the registration form. These awards are:

- Achievement Award
- TSA Technology Honor Society
- TSA Chapter Excellence
- TSA Advisor of the Year
- WV TSA Community Service Award
- WV TSA Honorary Lifetime Member

(nominate someone you know – just write us a letter!)

## Dress Code

The **minimum dress required** for each contest is at the bottom of the registration form, and is also stated in the rules for each event. Students will receive a **20-point deduction** if they are not dressed in the minimum required attire for the contest. These are defined below as:

### 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 shirt or blouse with turned down collar (unacceptable: t-shirt, polo or golf shirt)
- 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)

### **Check-in Times**

Main conference registration will be from 1:00 - 4:00 p.m. on Thursday, April, 7, 2011. Written testing will take place from 2:30-4:30 in the Dining Hall, dinner is served from 5:00 -6:00, and the first General Session starts at 6:00 p.m. with competition following. Registration of exhibits will take place from 2:30-4:30. The conference will conclude at approximately 4:00 p.m. on Saturday, April 9, 2011.

### **Officer Candidate Forms**

Officer Candidate forms are located at

[http://wvtsa.org/3\\_conferences/state/state\\_conference\\_main\\_page.htm](http://wvtsa.org/3_conferences/state/state_conference_main_page.htm), and must be neatly completed, signed by the appropriate people and returned **NO LATER THAN** March 5, 2011. Please encourage qualified students to run for a state office.

### **What to Bring to the Conference?**

Cedar Lakes also does not provide bed linens, towels, washcloths, soap and other personal items. Students will need to bring those with them. Students should bring their **official dress** (blue blazer, gray slacks/skirts, white shirt, red tie), **business type clothes**, and/or **appropriate casual attire** to wear for competition and sessions. They will also need **one dress outfit** for the banquet and **casual clothes**.

### **Chaperones and Lodging**

Each chapter **MUST** supply chaperones for both male and female members at the ratio of **one (1) chaperone for nine (9) members**. If two or more small chapters wish to share a chaperone, **THEY MUST ARRANGE THIS AND NOTE IT ON THE LODGING FORM**. Each room holds 10 people: 9 students and 1 chaperone- please plan accordingly. Fill out your lodging form as you would like the students and chaperones to be housed. I will try to fulfill your requests.

### **Leisure Time**

The annual fishing contest will again be held at the "Ole Fishing Hole". Bring fishing poles and tackle to participate. Tennis courts are also available for any "pros" - bring your racket and balls. Basketball courts and plenty of wide open space for football and Frisbee are also available. A Frisbee Golf course has been added as well. The state officers will be making plans for some fun social networking and leadership activities for early arrivals. Students may also want to bring some pocket change to support our Cancer charity drive. We will be hosting a Pie Auction and Photo Booth Saturday evening.

### **Use The Schedule Of Events - Avoid Conflicts!**

An events schedule for the 2011 Spring Conference will be sent as soon as it is ready. The schedule should help members make decisions about which competitive events to enter to avoid on-site conflicts. Students **WILL** be allowed to leave as they finish an event, but will not be able to return at a later time.

I hope these notes help you to prepare for the conference. If you have any questions, please contact me at 558-2194 or [kgillman@access.k12.wv.us](mailto:kgillman@access.k12.wv.us).