



**TECHNOLOGY STUDENT ASSOCIATION**

# New Advisor Handbook

Information for New Advisors of Kentucky TSA

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# FORWARD

Dear TSA Chapter Advisors, Officers, and Members,

It is the primary goal of the Kentucky TSA Board of Directors to provide the means for chapters to thrive and grow. The strength of Kentucky TSA lies in each of our chapters. We hope that the information provided in this packet will promote the continuing success and prosperity of your chapter and of Kentucky TSA. Included in this packet are sample agendas, constitution, activity plans, promotional materials, and other informational documents that aim to provide your chapter, new or established, with the means to be an active part of Kentucky TSA.

As always, the Kentucky TSA Board of Directors is available to answer any questions and we encourage you to contact us with suggestions and concerns. If you would like to make any suggestions, corrections, or additions to this Chapter Packet or have any other concerns, we would love to consider and incorporate your thoughts.

We wish you all success with your TSA endeavors this year and hope that this packet will aid and guide your chapter's activities. For regular updates and information about state activities, please visit the Kentucky TSA website at <https://kentuckytsa.org/> and view the current and past quarterly publications of *KYTSA Times Newsletters*. We hope to hear from your chapters about your successes this year and look forward to meeting with all of you at this year's regional, state, and national events.

Sincerely Yours,

***Amanda Boggs***

Engineering Consultant & Director of KYTSA, Career Pathways Branch  
Division of College and Career Readiness  
Office of Career and Technical Education  
Kentucky Department of Education  
300 Sower Blvd - 5<sup>th</sup> floor Frankfort, KY 40601  
(502) 564-4286, ext. 4252 | Fax (502) 564-4800 Email:  
Amanda.Boggs@education.ky.gov

***Andy Stephenson***

Kentucky TSA State Coordinator  
Division of College and Career Readiness  
Office of Career and Technical Education  
Kentucky Department of Education  
300 Sower Blvd - 5<sup>th</sup> floor Frankfort, KY 40601  
(502) 564-4286, ext. 4246 | Fax (502) 564-4800  
Email: Joseph.Stephenson@education.ky.gov

## WHAT IS KENTUCKY TSA?

The Technology Student Association is a 501(c)(3) non-profit, Career and Technical Student Organization (CTSO) which focuses on promoting Technology Education in middle and high schools across the United States. We have a membership of over 11,500 students in 140 chapters all around Kentucky.

### **Conferences**

Competition, Leadership & Teamwork: Kentucky has an active delegation statewide, and members can participate fully in all the conferences offered. Regional Conferences are held in Eastern, Central, Pigman (East & West), River City, Northern & Western locations of the state and function as a warm-up for state conference later in the spring. Throughout the Kentucky TSA State Conference members compete in competitive events, actively campaign for state officer positions, and attend general sessions and business meetings. Members can also join with others from around the state at social events.

### **Competitive Events**

Competitive Events are the focal point of the Regional and State conferences, as members from around the state can compete in events ranging from CAD Engineering to Fashion Design. At the Kentucky State Conference, Kentucky TSA members participate in many of the 77 competitive events TSA has to offer. Members compete individually or as a team in competitions such as Biotechnology, Video Game Design and Music Production. Whether members' strengths lie in graphic design and video production or designing and building models and displays, all competitors can compete against members of other state chapters in their areas of interest.

After having spent hundreds of hours preparing for competitive events, members check in their events on Monday at the State Conference and wait for a list of the top twelve semi-finalists to be posted in their respective competitions the following morning. Teams and members who make the semi-finalist listings then participate in interviews, presentations, and challenges that determine the top three competition placements. The last morning of the conference, the Annual Award Ceremony is held and the top contestants in each event are awarded the opportunity to compete nationally at the national conference in the summer.

### **Kentucky TSA statistics:**

Yearly Statistics are located at the following Link: <https://kentuckytsa.org/archives>

## MOTTO AND CREED

**Motto:**

“Learning to Lead in a Technical World”

**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.*

**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 concepts through co-curricular activities, competitive events, and related programs.

## REGIONAL CONFERENCE INFORMATION

**Who:**

All affiliated members from across the state are invited to compete in specific competitive events with other members in attendance at that region.

**What:**

Registration is held online to allow advisors to sign their chapters in and receive the name badges, event labels, conference programs, and any additional papers for their chapter. Students are then given time to set up and turn their projects into the appropriate area for judging. Some events are submitted early online to allow more time to judge than conferences allow. Competition judging will continue through the afternoon. After the judging concludes, the awards ceremony will be held. Awards will be given to the top three winners. The conference will then be adjourned, and students may remove their projects. Students and chapters must be affiliated to register for the conference. Registration forms and costs must be turned in by the deadline set by Kentucky TSA.

**When:**

The date of the Regional Conferences varies by region because of the schedules of the host.

**Where:**

Locations vary by region, but the conference is typically held at a regional University.

**Why:**

Allowing students to compete at a local level competition allows them to get feedback and competition experience before advancing to the state level. Students are given the opportunity to meet and interact with other members of their region through the different events of the day.

**How:**

Information pertaining to registration will be posted on the Kentucky TSA website. Select the Registration Link for the specific region(s) you are interested in attending. Registration is completed online. Advisors must pre-register each student that plans to attend the conference and compete in onsite events.

**Link:**

<https://kentuckytsa.org/regional>

**Dress Code:**

The dress code for all regional conferences is at minimum business casual attire.

## STATE CONFERENCE INFORMATION

**Who:**

Affiliated chapters and alumni from across the Commonwealth are encouraged to attend.

**What:**

General sessions; competitions; delegation meeting; social; officer candidate campaigning; college fair; open viewing of display competitions; and lots more!

**When:**

This conference is scheduled to be held in March.

**Where:**

Location may change annually. Information can be found on the website.

**Why:**

Impressive people; application of classroom skills to real world situations; learn about other chapters and goings-on at national TSA; attend the state delegation meeting and other informational sessions.

**How:**

Information pertaining to registration will be posted on the Kentucky TSA website.

Registration is completed online. Advisors must sign up each student that plans to attend the conference and any guests, chaperones, or additional advisors. Advisors will need to contact the hotel to make room reservations.

**Link:** <https://kentuckytsa.org/state>

**Dress Code:**

The dress code for the state conference is posted at the link above.

## NATIONAL CONFERENCE INFORMATION

**Who:**

All affiliated members of TSA across the world are invited to attend the National Conference each year. Among these members are the top competitors from each state competition, members looking to participate in the leadership opportunities offered at the national level, members competing in competitions offered without placing at states and candidates running for a national office. Kentucky TSA chapters are strongly encouraged to attend the National Conference each year to represent Kentucky and demonstrate their dedication and leadership in TSA.

**What:**

National Conference is a place for members to experience everything our association is about. The first night of the conference a Kickoff is held to allow members to “meet and greet” one another. Each day general sessions take place to take care of business and inform each member about what is going on in the National TSA. Among these general sessions are the delegation meeting and annual business meeting where delegates may vote on amendments and elect the next year’s officer team. Prior to the delegation meeting, officer candidates give their speeches and campaign to try and win each chapter’s votes. During the days of the conference, members can compete in the competitions they have worked hard on all year. The Leadership Academy, a great learning opportunity, is held each year to teach and help members become the leaders of tomorrow. American Cancer Society, our National Service Project, holds a ceremony to celebrate, remember, and fight back to win the ongoing battle with cancer.

**When:**

The conference is held in late June to July with an award ceremony as the conclusion.

**Where:**

The location of this conference changes every year. Information is posted in advance so that planning can be done early.

**Why:**

At the National Conference there are people from all over the world. This gives members the chance to meet people with similar interests and become friends with people from various places. Along with meeting new people, you learn about their chapter and what is going on in their part of the world. In addition to the social part of National Conference, there are also opportunities to use what you learn in the classroom every day in real life scenarios and compete against the top competitors in the world.

**How:**

Many believe that attending National Conference is far out of their reach, but with hard work, preparation, and fundraising, it is possible. For information on fundraising, look at the Official Guide to Fundraising on page 37 of this packet.

**Link:** [2024 National TSA Conference \(tsaweb.org\)](http://tsaweb.org)

**Dress Code:** [Dress Code \(tsaweb.org\)](http://tsaweb.org)

## RUNNING FOR REGIONAL, STATE, OR NATIONAL OFFICE

### **Regional Officer Candidate**

Running for a Regional Office is an important first step in taking part in the multiple leadership roles offered beyond the chapter level. To be eligible, you must be or have previously held a chapter office, be an active member of KYTSA and file an official application along with the appropriate paperwork as specified by the regional committee. The offices at the regional level include President, Vice-President, Secretary, Treasurer, Reporter, Sergeant-at-Arms and Historian.

### **State Officer Candidate**

A state officer must have the confidence to lead and speak for the continuing growth of Kentucky TSA. This is a great step in your TSA leadership career and should not be taken lightly. Eligibility requirements are:

1. Be an active high school member of KYTSA; a) Current eighth (8th) grade students qualify if their attending high school has an active KYTSA Chapter.
2. Be holding or have held an elected local chapter office.
3. Not be eligible during their senior year.
4. File an official application along with a state officer candidate and advisor affidavit form by the designated date with the KYTSA State Advisor; and
5. Have credentials reviewed by the KYTSA State Advisor and will be notified of eligibility at least two weeks before the spring conference.
6. Candidates for the office of the presidency must have completed at least one year as a state officer in KYTSA prior to running for President. a) If no previous or current eligible state officers run for president the office will be opened to the entire eligible delegation.

### **Duties of a State Officer Candidate**

Officer candidates are required to give a speech which may not last longer than 4 minutes at the general session of the conference in which they are running. Candidates will be given time to campaign. They are encouraged to have a tabletop campaign display, but materials may not be placed on facility walls, etc.

### **National Officer Candidate**



If you are interested in running for a National TSA Office, please consult the National Officer Candidate Program on the National TSA Website.

**Links:**

<https://kentuckytsa.org/regional>

<https://kentuckytsa.org/state>

# Starting a Chapter

## ADVISOR CHECK LIST

1. Affiliate your chapter. Affiliation is when you pay your dues to National TSA so that your chapter may participate in TSA related events and conferences. This process is completed online at the National TSA website- <https://tsaweb.org/>
  - Step-by-step Affiliation Instructions
  - Go to TSAweb.org and click on Join/Login at the top of the page.
  - New advisors may request a login on this page.
  - Click on Chapter Advisor.
  - Enter your username and password and select Affiliation and Updates from the dropdown menu.
  - Enter or review/update your chapter information. You will be required to create a TOTAL TSA password to proceed to the next step. Click on Submit at the bottom of the page once all information is completed.
  - Verify your advisor's information and click Submit.
  - A TEAMS information screen will be displayed. You may sign up for TEAMS and it will be added to your affiliation invoice, or you may select the third option to continue TSA affiliation.
  - The Chapter Information page will be displayed. You may edit your chapter information, input your roster, or add advisors. Note: Once you submit a student member's name, they are a member of TSA and may not be removed or replaced by another student during the membership year. Do not enter a student's name on your roster unless you are certain they will be an active TSA member.
  - Click on View invoice and payment screen.
  - Review your invoice and select a payment option.
  - Once you have verified that your invoice is correct, select a payment option of purchase order or credit card, and click Submit. You will receive an automated email with the final invoice.
  - Submit the invoice to your financial department for payment.
  - Fax the approved purchase order to 703-758-4852.

- Please note that chapter affiliation is not complete until national TSA receives payment or an approved purchase order for payment.
2. After affiliation you will receive a log in and password to a link which contains: The Total TSA Guide the complete guide to competitive events, leadership activities, and membership materials.

## IMPORTANT INFORMATION

### **Affiliation Process**

1. Membership is only processed through the National TSA on-line affiliation system. Faxed or mailed affiliation forms will be returned with instructions to affiliate on-line.
2. If a chapter that was 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 more than 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, except for 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 chapters; 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 10 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. "Homeschooled" 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, the school's principal may appoint a statecertified educator. The appointed advisor has the same rights and privileges of any advisor if 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 they are homeschooled.

### **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.

Contact: Maria Raza

National TSA Membership Manager [mraza@tsaweb.org](mailto:mraza@tsaweb.org)

# ACCOUNTING PROCEDURES FOR KY SCHOOL ACTIVITY FUNDS "REDBOOK"

District compliance with the guidance provided in the "Redbook" must hold to its minimum standard, however districts through their local board of education may strengthen and add to any document or procedure that is within the scope of their authority and their responsibility of ensuring an accurate accounting for all financial records, as well as insuring school activity funds are expended as intended.

## Budgets

- Each club, organization and activity account shall prepare a tentative budget for the next school year on the Individual Activity Account Budget Worksheet (Form F-SA-4A).
  - a) The Individual Activity Account Budget Worksheets are due to the principal by April 15.
  - b) The sponsor shall collaborate with the officers of the club in this process to assure continuity of programs.
  - c) The principal or designee shall prepare budgets for activity accounts without sponsors for SBDM approval.
- Receipts
- All money collected by a teacher or sponsor shall be given to the school treasurer on the day collected or, if the money is collected after school business hours for evening or weekend events, on the next business day.
  - a) The school treasurer shall not collect money directly from a student or parent.
  - b) The school treasurer shall not open the mail; any checks that come through the mail shall be annotated on the Multiple Receipt Form (Form F-SA-6) by the person opening the mail and then submitted to the school treasurer.
  - c) The school treasurer and the person turning in the money shall jointly count the money.
- A pre-numbered receipt shall be issued to the payer immediately any time money is received, and all receipt numbers shall be accounted for (if electronic receipts are issued, print a copy for the payer).
- Teachers, sponsors, and coaches shall use the Multiple Receipt Form (Form F-SA-6) or prenumbered receipts when collecting money.
  - a) Students sixth grade and above must sign the Multiple Receipt Form, unless physically unable to sign.
  - b) A copy of the Multiple Receipt Form (Form F-SA-6) and a copy of the pre-numbered receipt shall be retained by the teacher or sponsor and the original shall be given to the school treasurer.
  - c) A two part (carbonless) Multiple Receipt Form is recommended, with the white copy given to the bookkeeper and the yellow copy remaining with the person turning in the money.

## Fundraising

- Fundraising is defined as an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fundraising activities shall be deposited in the school's activity fund bank account or district bank account. For example, schools can accept promotional items from companies for giveaways, i.e., T-shirts to be thrown into the stands at basketball games.
- The local board shall approve all school-wide fundraisers, including the proposed use of funds. The Fundraiser & Crowdfunding Approval (Form F-SA-2A) shall be completed before the fundraiser begins.
- The principal or a designee shall approve all other fundraisers in the school, including the proposed use of funds. The same Fundraiser & Crowdfunding Approval (Form F-SA-2A) shall be completed before the fundraiser begins.
- Income from a fundraiser must be used for the purpose indicated on the Fundraiser & Crowdfunding Approval (Form F-SA-2A).
- Fundraising activities are to benefit students. Fundraisers to cover staff payroll and other operating costs are not permitted. Fundraisers cannot be used to supplement a staff account in the school activity fund. However, the following three ways are allowed to supplement staff accounts:

- a) Profits from vending machines used only by staff.
- b) Donations from the staff for this purpose
- c) Donations from a third party specified for the staff account (must be in writing)
- Fundraising shall be administratively efficient or else have an important instructional purpose. Fundraising activities shall require less effort (cost less) than the expected revenue to be generated, including the effort required to administer the fundraiser (record-keeping, counting money, making bank deposits, etc.), unless the value of the instructional purpose outweighs the cost of administration.
- Fundraising proceeds must benefit the entire group of students involved, regardless of participation in the fundraising activity. There will be no fundraisers tracked by individual students. Vendor tracking by individual students for the purpose of offering sales rewards from the vendor is permissible.
- KRS 367.515 requires magazine sales to be approved in writing by the superintendent.
  - a) The approval shall identify the product or products being sold, solicitors involved, and duration of sales.
  - b) The approval letter must be filed with the county clerk as a Miscellaneous Recording.
- Fundraisers, where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Summary (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle.
- The activity sponsor shall complete the Fundraiser Summary (Form F-SA-2B) and forward the report to the principal for review and filing within one week of the completion of the fundraising period or event.
- Fundraiser activities such as concessions, bookstores, pencil machines, and other activities involving inventory require the Fundraiser & Crowdfunding Approval Form (Form F-SA-2A) but are not required to complete the Fundraiser Summary (F-SA-2B). For these activities, the Monthly Inventory Control Worksheet (Form SA-5) is required. The Monthly Inventory Control Worksheet recaps the flow of inventory monthly and identifies overages or shortages; it is not designed to measure profits. The person filling out this form cannot be the same person that collects monies and completes the Sales from Concessions/Bookstore/School Store/Pencil Machine Form (Form F-SA-17).
- The Sales from Concessions/Bookstore/School Store/Pencil Machine Form (Form F-SA-17) is to be used each time money is collected from these activities and turned in with the money to the school treasurer.
  - a) The form must be completed for each event and each time the machine is serviced or money from these activities is collected. There shall be two different individuals involved: one individual to collect and count the monies from sales and a separate individual to complete the Monthly Inventory Control Worksheet (F-SA-5).
  - b) The original form shall be given to the school treasurer with the money and a copy kept with the Inventory Control Worksheet.
  - c) The form shall be signed by the individual preparing the form and by the school treasurer.
- [Appendix B](#) – Fundraiser Types and Corresponding Forms Needed list types of fundraisers and the forms necessary to account for the activity.

#### Donations

- Donations are defined as gifts of real or personal property to the school from persons or entities outside the school system for use at the school or for the students at the school.
- Local boards shall comply with KRS 160.580, which states that local boards shall receive any gift for the benefit of schools in the district and hold and use them as requested, provided that the purpose for which it is used shall be in harmony with the aims and general program of public education in this state. Schools receive contributions and donations from a variety of sources, including external support/booster organizations. Boards shall ensure the purpose of the contributions and donations is clear and the donor and school staff all understand and agree upon the purpose for which the funds will be used.

Allowable Expenditures (This is a guideline and not all inclusive of allowable expenditures.)

- 1) Emblems of membership for students who are members of an organization;
- 2) Awards such as merit certificates, trophies, plaques, or other means of recognition for behavior, athletic, or academic achievement for students;
- 3) Student incentives for scholarship, athletics, specialized area performance, school spirit, involvement, academics, and other achievements;
- 4) Equipment, playground equipment, supplies, band instruments, and materials used by a student organization;
- 5) Athletic field striping, quick dry materials; staff meals from staff generated funds;
- 6) Expenditures for student activities approved on the Fundraiser Approval Form (F-SA-2A);
- 7) Entry fees and other expenses associated with competitions and meetings for student groups;
  
- 8) Travel expenses and meals consumed by the student members and their adult sponsors and bus drivers during an official school trip;
- 9) Membership in related organizations for student groups;
- 10) Charitable contributions and donations made with funds collected specifically for that purpose; Parent/student functions such as open house, back to school bash, parent night, or orientation;
- 11) Parent/student functions such as open house, back to school bash, parent night or orientation;
- 12) Other allowable expenditures approved by members of the student organization or by the principal and SBDM Council for accounts without student involvement; and
- 13) Expenses for trainings which are required for sponsors/coaches of a student group. For example, CPR training Required for coaches would be an allowable purchase.
- 14) Coaches cards purchased for district employees who are specifically paid for coaching duties.
- 15) Promotional credits from vendors for purchasing equipment and attire must benefit students, not adults Coaches or sponsors.

## EXTERNAL SUPPORT/BOOSTER ORGANIZATIONS

- External support/booster organizations are adult/parent organizations established to promote school programs or complement student groups or activities, (i.e., PTA, PTO, booster organizations, etc.). An external support/booster organization's purpose may be to support a student group or program at a particular school or various student groups or programs at various schools. Even though an external support/booster organization works very closely with the district, it is a separate legal entity and is responsible for adherence to IRS guidelines and Title IX regulations.

### Funding Sources

- Local Funding
  - Fundraising
  - SBDM
  - Community Organizations
- Board Funding
- Perkins Funding
  - Districts can use up to 35% of their Perkin's allocation toward CTSO in the areas listed below:
    - Advisor Travel/Lodging relating to CTSO.
    - Advisor Subs relating to CTSO.
    - Advisor Conference/Competition registrations relating to CTSO.
    - **No student travel or expenses are covered**

# Running a Chapter

## ROLE OF THE 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 resolute leader, and a TSA chapter is no exception. An effective advisor develops the skills of good planning, organization, and leadership. Students respond kindly 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
  - competitive events and awards
  - creed
  - leadership conferences
  - emblem symbolism
  - benefits of membership
  - colors
  - instruction correlating course content and TSA.



- official dress
- 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 regional, state, and national competitive events.
- Accompanying and supervising students who attend regional, state, and national TSA conferences and events.
- Maintaining chapter records.

## ROLE OF THE OFFICERS

This information is also listed in the KYTSA Bylaws found at the following link:

<https://kentuckytsa.org/bylaws-%26-constitution>

### President

It shall be the duty of the President of KYTSA to preside at all meetings; to make necessary committee appointments, to develop with the State Officer Team a program of work for the term of office; and to be available as necessary in promoting the welfare of KYTSA. The president may appoint a parliamentarian who may or may not be a member of KYTSA to serve as parliamentary consultant for the KYTSA state conference.

1. Preside over and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

### 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; and to be available as necessary in promoting the welfare of KYTSA.

1. Assist the president.
2. Serve and record member votes.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees.

#### 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 welfare of KYTSA.

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep association permanent records.
5. Post notices to members pertaining to association activities and send invitations to guests.
6. Be responsible for association correspondence.
7. Call the meeting to order in the absence of the presiding officer.

#### Treasurer

It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep financial records and report them as necessary; to assist in efforts to gain corporate sponsorships for Kentucky TSA; to oversee budgets; and to be available as necessary in promoting the general welfare of KYTSA.

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the chapter's association of TSA.

#### Reporter

It shall be the duty of the Reporter to serve in any capacity as directed by the President; to prepare articles for KYTSA and National TSA publications, professional magazines and journals, newspapers, social media, and other news media; to contact other association members concerning new items for publication; to gather information for the content of the Kentucky TSA website and submit the information to the designated webmaster in a timely manner, and to be available as necessary in promoting the general welfare of KYTSA.

1. Prepare articles for publication.
2. Contact members to obtain news regarding the association.
3. Contact personnel in charge of other publications and provide copies conforming to their requests.
4. Function as historian of the association by keeping an association publications archive.
5. Assist with planning and arranging association exhibits.
6. Function as editor of association publications with the responsibility of developing and publishing KYTSA publications and communications.

## 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 Robert's Rules of Order, Newly Revised; and to be available as necessary in promoting the general welfare of KYTSA.

1. Serve as parliamentarian for the association.
2. Arrange meeting rooms and care for association paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.
6. Serve as chairperson of the welfare committee.

## STATEWIDE ACTIVITIES

Listed below are some examples of how Kentucky TSA chapters and members have participated in State- and Nation-Wide Events and Activities. Most of these events are created to raise awareness of the Technology Student Association (TSA) or promote Science, Technology, Engineering, and Mathematics (STEM) education across the nation. Some of the events that are supported by Kentucky TSA include:

National TSA Week, Career and Technical Education Week, Engineers Week, and the State and National Service Projects. Please visit the Kentucky TSA website and consult the Calendar of Events which includes the dates during which these events are celebrated.

### National TSA Week

- Advertise a "TSA Tuesday" during which all the members of your chapter wear TSA apparel.
- Host a TSA Breakfast before school and sell doughnuts and bagels as a fundraiser to promote TSA.
- Design a flyer to put in the office and other Career and Technology Classrooms around your school to publicize TSA.
- Submit an article to the Kentucky TSA Newsletter about your TSA chapter's traditions and successes in TSA.
- Host a dinner with your TSA chapter and other chapters in the county or host an event at which new members can meet the new members of your chapter and you can meet other TSA members in your county.

### Career and Technical Education Month

- Write a letter to your Congressional Representative about the importance of Technology Education and the activities of the Technology Student Association
- Contact another school in your district about starting a TSA chapter at their school and assisting with the development of promotional materials for the new chapter.
- Draft an article for your local newspaper about you school's Technology Education Program
- Develop a promotional video or PowerPoint presentation to present to your school about TSA and Technology Education to promote your technology classes for incoming students.
- Learn about technology programs around the state and the nation and pick a topic to learn more about, submit your research in an article to the Kentucky Scene

### Engineers Week

- Develop and evaluate an experiment to determine the influences of technology and science in everyday life.

- Participate in or plan a service project in which you teach young or elderly members of your community about an aspect of science or technology.
- Plan a problem-solving activity in your chapter that utilizes a new aspect of technology.
- Discuss the impact of technology on the future, including its impact on leadership and job opportunities.
- Design a flyer promoting science and technology education through the Technology Student Association and post it around your school.

## State/National Service Project

- Design a flyer promoting the state service project to distribute to chapter members and others in your community interested in participating in the state community service project.
- Develop a plan and goal for fundraising and holding the project.
- Write about your experiences participating in the state service project to submit to the KYTSA Times Newsletter.

## KYTSA Service Project

Each year the State Officer team chooses a state service project and institutes a platform for chapters to participate in this project. The project will be announced early in the school year and typically includes a prize for the Middle and High School Chapters that raise to most funds for the Project. In recent years, the prize has been a 3D printer.

# Reference Materials

SAMPLE MEETING AGENDA  
<Insert School Name>  
*Technology Student Association*  
Meeting Agenda  
\_\_\_\_\_, 20\_\_

- **Opening**  
Call to Order
- **Reports**  
Minutes of the Previous Meeting  
Treasurer's Report  
Outreach Report
- **Old Business** State Conference Results  
Officer Elections  
Fundraising
- **New Business** National Conference  
New Officer Results
- **Closing**  
Adjourn

# SAMPLE CHAPTER CONSTITUTION

The constitution should be stated in simple, easily understood terms. It should include only essential items and be developed in cooperation with the school staff and student body. Amendments should be simple and direct. The constitution must be studied regularly and changed to stay vital, meaningful, and real. The vice-president of the organization is often put in charge of these changes. He or she may chair a committee which routinely examines the constitution, proposes amendments, and oversees the ratification process.

## <Insert School TSA name> CONSTITUTION

### I. Name

Section 1: The official name of this association shall be the “ \_\_\_\_\_ Technology Student Association” which may also be referred to as \_\_\_\_\_.

### II. Purposes

Section 1: The general purposes of this organization are:

1. To promote leadership, fellowship, and scholarship among students of \_\_\_\_\_
2. To promote technology education at \_\_\_\_\_
3. To increase the knowledge and understanding of our industrial society and its relationship to technological advancement
4. To promote creativity and innovation in the development and application of technological solutions to complex problems facing our school, community, nation, and world
5. To promote community service and outreach

Section 2: The specific purposes of this organization are:

1. To develop planning strategies and teamwork among members through group action in activities and projects
2. To provide good leisure time activities and hobbies
3. To promote exacting standards of safety and craftsmanship
4. To assist in providing guidance for students interested in technology and in making meaningful choices in selected occupational fields.
5. To prepare individuals for enrollment in advanced or highly skilled vocation and technical education programs and providing students with occupational information and instructions pertaining to a broad range of occupations
6. To develop consumer knowledge in students
7. To provide exploratory experiences in technology laboratories, and observations in business or industry to acquaint students with jobs in different occupational fields.
8. To promote and encourage students’ creativity in problem solving and expression.
9. To promote and encourage all students to utilize basic essential skills.

### III. Organization

Section 1: The National TSA, Kentucky TSA, and \_\_\_\_\_ Region TSA and their respected Constitution and Bylaws are superior to this association and its Constitution and Bylaws, respectfully.

Section 2: The association shall have the authority to collect specified dues to cover for National, State, Regional, and Chapter registrations and events.

Section 3: Expenditures of Funds approved by the Executive Council or general assembly must be approved, in writing, by the faculty advisor and appropriate administrative contacts.

Section 4: Standing and Special Committees shall be created by the Executive Council or the General Assembly to accomplish tasks outside of the general membership.

Section 5: Standing Committees shall be created by a 2/3 vote of the general assembly and shall continue from year to year. A 2/3 vote of the general assembly shall be necessary to dissolve such a committee.

#### IV. Membership

Section 1: The \_\_\_\_\_ will be chartered as a member of the TSA Incorporated, upon approval of Kentucky TSA Inc.

Section 2: The \_\_\_\_\_ will recognize individual membership through local chapter affiliation with the TSA.

Section 3: The \_\_\_\_\_ will govern membership eligibility in accordance with the National TSA and the Kentucky TSA. As such, individual membership shall be recognized as active, alumni, associate, or honorary membership as defined by the National TSA and Kentucky TSA Constitutions and Bylaws.

Section 4: The \_\_\_\_\_ shall, with the consent of the principal, allow home-schooled students to be full, active members of the association.

Section 5: TSA membership begins when a chapter completes affiliation and ends at the conclusion of the national TSA conference.

#### V. Meetings

Section 1: The time, date, and subject for meetings of the executive council will be held on dates designated by the \_\_\_\_\_ Executive Council.

Section 2: The executive council in coordination with the chapter advisor will have the right to plan and execute special meetings.

Section 3: Parliamentary procedure by the guidelines set forth in *Robert's Rules of Order Newly Revised* shall govern all meetings of the association.

#### VI. Executive Council

Section 1: The Chapter Officers, referred to collectively as the Executive Council, shall consist of a: President, Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, and Immediate Past President.

Section 2: The administration of the association's interests will be vested in the \_\_\_\_\_ TSA Executive Council.

Section 3: Apart from the Immediate Past President, chapter officers shall be elected by a majority of delegate votes cast at a general meeting at a pre-determined date to hold office for the coming year and until new officers are elected and officially installed. The president of the previous year shall fill the position of Immediate Past President to hold offices for the coming year and until new officers are elected.

Section 4: The executive council will have the right to fill by appointment any vacancy that occurs in the chapter officers for the unexpired term by a special election called by the President to be held at the next regularly scheduled meeting; with the exception that the office of President which will be filled by another member of the executive council in the following order: Vice-President, Secretary, Sergeant-at-arms, Reporter, and Treasurer.

Section 5: The election of officers shall be by a majority vote of the members, except for the office of Immediate Past President which will be filled by the President of the previous year's Executive Council. The President shall be elected first, followed by the Vice-President, Secretary, Treasurer, and so on, in that order.

Section 6: Each officer shall hold office from the moment of their installation to the end of that membership year.

## VII. Officer Duties

Section 1. The chapter President shall:

1. Preside over and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from the Executive Council to fulfill that duty.

Section 2: The chapter Vice-President shall:

1. Assist the president.
2. Serve and record member votes.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees.

Section 3: The chapter Secretary shall:

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep association permanent records.
5. Post notices to members pertaining to association activities and send invitations to guests.
6. Be responsible for association correspondence.
7. Call the meeting to order in the absence of the presiding officer.

Section 4: The chapter Treasurer shall:

1. Report all financial standing at each meeting. (A written report should be provided to each officer.)
2. Keep an accurate record of receipts and payments.



3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the \_\_\_\_\_ School TSA.

Section 5: The chapter Reporter shall:

1. Prepare articles for publication.
2. Contact members to obtain news regarding the association.
3. Contact personnel in charge of other publications and provide copies conforming to their requests.
4. Function as historian of the association by keeping an association publications archive.
5. Assist with planning and arranging association exhibits.
6. Function as editor of association publications with the responsibility of developing and publishing.

Section 6: The chapter Sergeant-At-Arms shall:

1. Serve as parliamentarian for the association.
2. Arrange meeting rooms and care for association paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.
6. Serve as chairperson of the welfare committee.

Section 7: The chapter Immediate Past President shall:

1. Assist the president and other officers by providing guidance and insight.
2. Promote the general welfare of the association.

#### VIII. Advisors

Section 1: It is recommended that a Technology & Engineering Education, STEM, or Computer Science teacher serve as the chapter's faculty advisor; however, in the case where there is no such interested teacher, the school's principal may appoint a state certified educator. The appointed advisor would have all the rights and privileges of a regular advisor if her/she maintains in good standing with the association.

Section 2: The faculty advisor shall interpret the school rules and regulations to the organization and shall be the principal's representative to the organization.

Section 3: The advisor shall advise on all decisions made by the association. When such decisions conflict with the rules and regulations of the school, the advisor may exercise a reserved veto power. If the Executive Council of the association disagrees with the justification of the veto, the Executive Council may submit an appeal, in writing, to the school's assistant principal or principal, whichever is appropriate, after meeting with the advisor and resolving that no understanding can be met.

Section 4: There may also be additional, adult chapter advisors who offer expertise, guidance, supervision, and assistance who are appointed by the Executive Council and faculty advisor with the approval of the school's principal.

#### IX. Mission, 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 that 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 their 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."

Section 3: The mission of the \_\_\_\_\_ Technology Student Association shall be:

"To foster personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics (STEM) concepts through activities, competitive events, and related programs."

#### X. Ratification and Amendment

Section 1: This constitution shall be valid and operative when approved by two-thirds of the members, the faculty, advisor, and the principal or his/her designated representative. Upon ratification, this constitution shall be valid and operative until the dissolving of this association.

Section 2: An amendment to the Constitution must be submitted in writing by an active member, at least thirty (30) days or one regularly scheduled meeting, whichever passes first, prior to a regularly scheduled meeting.

Section 3: Proposed Amendments must be approved first by the faculty advisor and then by a 2/3 vote of the general assembly of the association.

Section 4: Amendments will become effective in sixty (60) days unless a different time is stipulated.

## SAMPLE OUTLINE OF CHAPTER MEETING PROGRAMS

At the chapter level, meetings are the corner stone of effective communication among chapter members, advisors, and other faculty members. To provide chapters with a sense of meeting essentials. Some included here are what takes place during a meeting; who oversees the meeting; and when meetings should take place. This document outlines some sample meeting programs that can be changed to fit your chapter's yearly goals. As you are planning your meetings, another useful document in this packet to consult would be the Sample Agenda Document (page 25). Agendas are used to communicate a meeting's goal to advisors and members before the meeting and are essential in ensuring that a group stays on task during the meeting to make sure that their goals are accomplished.

September	<i>Meeting (1)-</i> What Is TSA?	
October	Regional Officer Applications	
	<i>Meeting (2)-</i> Activity, Go Through Events, Plan Service Project	<i>Meeting (3)-</i>
	Discuss Events, Discuss Fundraising	
November	Regional Conference Competition Preparation	<i>Meeting (4)-</i>
	Choose Events, Plan Fundraising	
December	<i>Meeting (5)-</i> Plan Fundraising, Work on Events (Individual/Team)	
January	Regional Conference Registration	
	<i>Meeting (6)-</i> Events (Individual/Team), Fundraising, <i>Plan Service Project</i>	
February	<i>Meeting (7)-</i> Competitions and State Registration Details	
	<i>Meeting (8)-</i> Refine Competitions and Registration Details for State Conference	
	Regional Conferences	
	State Office Applications	
	Registration For State Conference	
March	<i>Meeting (9)-</i> Finalize Events, Discuss Conference Agenda	
	<i>Meeting (10)-</i> Competitions and Conference Information	
	KYTSA State Conference	
April	<i>Meeting (12)-</i> National Conference Information; Registration Details and Competitions	
	<i>Fundraising Activity</i>	
May	<i>Meeting (13)-</i> Competitions and National Conference Information	National
	Conference Registration Due to National TSA	
June-July	<i>National TSA Event-</i> National TSA Conferences	

# MEETING PAPERWORK

## Writing the Agenda

An agenda is a specific list of items to be addressed at a meeting. A draft of the agenda should be prepared by the president and the executive council a few days in advance of the meeting. It is helpful to deliver copies of the agenda in advance to everyone expected to attend the meeting. The membership, in turn, should then have an opportunity to add to the agenda prior to the meeting or at the beginning of the meeting.

## Writing the Minutes

The minutes of the meeting are an essential, required part of your chapter's records. The duty of minute recording always falls to the Secretary (hence the reason a meeting may not take place without a chair or secretary present). According to Roberts Rules of Order, 10th edition:

- The first paragraph of the minutes must include:
  - the kind of meeting (regular or special). ○ the name of the organization or assembly. ○ date, time, and (unless always the same) place. ○ presence of the President and Secretary or the names of their substitutes.
  - whether the minutes were read and approved, or 'approved as corrected.'
- The body should:
  - not include exact phrases of what was said, except if motions arise from them. ○ include the text of main motions, whether they were amended, approved, or lost.
  - the text of main motions should include the wording of any approved amendments and if the motion is adopted state 'as amended.'
- The last paragraph should:
  - state the time of adjournment (but not list that any motion was made to adjourn) ○ Simply read that, "The meeting adjourned at \_: \_\_ A.M./P.M."
- The signature of the secretary should be included. There is no need to include "Respectfully Submitted."

Please refer to Roberts Rules of Order, Newly Revised for complete instruction and sample set.

# PARTS OF A MEETING

It is customary for every group to adopt a standard order of business for the meeting. When the organization's by-laws do not provide for or require a specific order, the following order can be used. The outline below contains both the sections of the meeting that is being addressed together with the proper phraseology according to *Robert's Rules of Order Newly Revised*.

1. Call to Order
  - a. "Will the meeting please come to order?"
2. Roll Call
  - a. "Will the secretary please call the roll?"
3. Reading and Approval of Minutes
  - a. "Will the secretary please read the minutes of the last meeting?" The minutes are read, and the chair asks:
  - b. "Are there any corrections to the minutes?" The chair pauses to hear any corrections offered. If there are none, the chair says, "There being no corrections, the minutes will stand approved as read."
  - c. If there are corrections, the chair recognizes the correction(s) and asks, "Are there further corrections to the minutes?" If there are none, the chair states, "They're being no further corrections; the minutes will stand approved/as corrected."
4. Adoption of Agenda
  - a. This step is provided to insure that (1) all persons are aware of what has been proposed for discussion at the meeting (2) that all persons are given the opportunity to have whatever matter(s) they feel is (are) important to the organization placed on the agenda for discussion; and (3) to provide a limit to and order for the matters to be discussed at the meeting.
  - b. To achieve this, the president officer states, "The following items are proposed for discussion at this meeting." After reading the list of proposed agenda items, the presiding officer asks, "Are there other matters that should be discussed at this meeting?" If there are additional matters requiring discussion, the chair places them in their proper positions on the agenda.
  - c. The chair, after ensuring that all pertinent matters will come before the meeting, reads the entire agenda and states, "There being no other matters that should come before the meeting, the agenda for this meeting will stand as read."
5. Report of Officers and Standing Committees
  - a. Officers, boards, or standing committee should be called upon to report in the order in which they are mentioned in the constitution or bylaws.
6. Report of Special Committees
7. Unfinished Business
  - a. "We have now come to unfinished business. Our agenda lists the following matters as unfinished business." The chair reads from the agenda and states, "We will hear these matters in the order in which they have been mentioned."
8. New Business
  - a. "We have now come to new business. Our agenda lists the following items as new business..." (Chair reads from the agenda). He states, "We will hear them in the order in which they were mentioned."
9. Program
  - a. Programs such as exhibitions, demonstrations, etc., which are incidental to the business meeting, will be scheduled for presentation at this time.
10. Adjournment
  - a. Unqualified form:

Proposer moves for adjournment; motion is seconded; chairperson calls for a vote, action depends upon majority vote. The motion cannot be discussed.

b. Qualified Form:

Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote; can allow for legal continuation of the meeting.

# SAMPLE MEETING ACTIVITIES

The ADDIE Game (Analysis, Design, Development, Implement, Evaluate)

Type: Team Building

Materials: paper, pencils, some materials may vary depending on the problem

Time: 60 minutes

Description: Make up a reasonable problem scenario for your chapter, e.g. *"Our chapter wants to attend Nationals in Orlando, Florida this year, but we don't have enough money to afford it. Create two fundraising possibilities and then choose the best from the two. Be creative and come up with ways to advertise and make the fundraiser effective."* Break your chapter into small teams. Have them discuss the problem and come up with a solution:

- Analyze the problem - How can we raise enough money to get our chapter to the National TSA Conference this year?
- Perform a short task analysis - What are effective fundraisers?
- Design the fundraiser- What are you going to do? How will you raise money?
- Develop the fundraiser- Outline how the fundraiser will work, what are the goals, what materials you need, what sponsors are available.
- Implement - Have each small team introduce themselves in front of the group and present their fundraiser.
- Evaluate - Give prizes to the most original and effective group.

All in All,

Type: Team building

Materials: 20 ft. rope, 15 ft. rope, 10 ft. rope, 5 ft. rope (lengths may be larger or smaller depending on the size of the group)

Time: Avg. 30 min. (depends on how well the team cooperates)

Description: Place the largest rope in a circle on the floor in front of the group. The challenge is for the group to get everyone into the circle. You do this for each length of rope. Each time it gets harder, the group must be more creative and work more as a team to get everyone in the circle.

## FUNDRAISING

The following will introduce ideas that will aid chapters in raising money to support their endeavors within TSA. There are several ways to raise money for your chapter. Fundraising activities are not only effective in raising money for your

chapter but also essential in promoting the TSA. Alternatively, contacting businesses and individuals for sponsorship is also an extremely effective means of raising funds to fuel your chapter's goals. In this section you will find information on both ways to make fundraising and sponsorship successful in your chapter.

### **Fundraising Event Ideas**

In the following section you will find a variety of fundraising event and activity ideas submitted by Kentucky TSA members and chapters who have found them successful in the past. These ideas can be adapted in countless ways to fit your chapter's goals and needs. They not only serve as a means of funding your chapter's goals, but also of promoting our organization.

#### **Applebee's Dining to Donate or Flapjack Fundraiser**

**Dining to Donate:** Your chapter signs up with your local Applebee's for a night to host your event. You are given invitations to give to guests in your community. When these guests present the invitation, your chapter receives 15% of the profit from that guest. The more people who show their invitation the more money your chapter makes. Many Restaurant Chains offer this opportunity.

**Flapjack Fundraiser:** Your Chapter signs up with a local Applebee's for a time to host your event. Prior to the event you are given tickets to sell to the community for a reasonable price. The guests who bought tickets come between 8 and 10 the morning of your Pancake Breakfast. Volunteers from your chapter serve the guests and your chapter receives tips, donations, and most of the money from tickets.

#### **Sadie Hawkin's Day Dance**

The tradition calls for girls to invite boys to the dance in a once-a-year role reversal. The tradition started with a 1930's Lil' Abner comic strip, and then somewhere along the way, February 29<sup>th</sup> officially became Sadie Hawkin's Day. However, it does not have to be Leap Year, it can be anytime you want to put a twist to your normal dance. Decorate your space with hay, denim, and other appropriate items. Dress up in overalls, denim outfits, and checkered shirts. To raise money charge admission, sell refreshments, hold raffles, and sell pictures of guests all dressed up in front of a cool backdrop.

#### **Candy, Cookie Dough, and Pie Sales**

Selling sweets is always a huge hit! Purchase value packs of large bars of candy, of lollipops or register with a fundraising organization and have members of your chapter sell them to students and faculty at your school. A percentage of what each member sells will go toward paying for attending state and national events.

#### **Video Game Tournament**

In the spirit of the Video Game Design Competition, host an event in which students at your school can compete against each other in a selected video game. Advertise the event with flyers and through your technology education classes. Set up 4-6 video game stations on the day of the event and charge a flat price to participate in the tournament and select a prize to award the top three finishers.

#### **Business Partnership**

Contact local businesses about the Technology Student Association to see if they would be interested in sponsoring your chapter to attend state and national events. Advocate TSA using a professional letter to communicate your experiences in the organization, and the purposes of our organization. Be sure to include what you intend to gain by going to the conferences and mention your research and competitive activities. Use school letterhead if allowed or design your own custom school TSA letterhead to use.

[Additional fundraising ideas](#)



# MIDDLE SCHOOL COMPETITIVE EVENTS

<https://tsaweb.org/competitions-programs/tsa/middle-school-competitions>

Biotechnology	Mass Production
CAD Foundations	Mechanical Engineering
Career Prep	Medical Technology
Challenging Technology Issues	Microcontroller Design
Chapter Team	Off The Grid
Children's Stories	Prepared Speech
Coding	Problem Solving
Community Service Video	Promotional Marketing Cybersecurity Foundations
Construction Challenge	STEM Animation
Data Science and Analytics	Structural Engineering
Digital Photography	System Control Technology
Dragster	Tech Bowl
Electrical Applications	Technical Design
Essays on Technology	VEX Robotics
Flight	Video Game Design
Forensic Technology	Vlogging
Inventions and Innovations	Website Design
Junior Solar Sprint	
Leadership Strategies	

## Regional and State Only Events

Unmanned Aerial Vehicle

Flight Simulation

## Current Themes & Problems

<https://tsaweb.org/competitions-programs/tsa/themes-problems>

## Competition Updates

<https://tsaweb.org/competitions-programs/tsa/competition-updates>

# HIGH SCHOOL

## COMPETITIVE EVENTS

<https://tsaweb.org/competitions-programs/tsa/high-school-competitions>

Animatronics	Future Technology Teacher
Architectural Design	Geospatial Technology
Audio Podcasting	Music Production
Biotechnology Design	Manufacturing Prototype On Demand Video
Board Game Design	Photographic Technology
Chapter Team	Prepared Presentation
Children's Stories	Promotional Design
Coding	<b>Robotics (NEW)</b>
CAD Architecture	Senior Solar Sprint
CAD Engineering	Software Development
Data Science & Analytics	<b>STEM Mass Media (NEW)</b>
Debating Technological Issues	Structural Design and Engineering
Digital Video Production	System Control Technology
Dragster Design	Technology Bowl
Drone Challenge	Technology Problem Solving
Engineering Design	Transportation Modeling
Extemporaneous Speech	VEX Robotics
Fashion Design and Technology	Video Game Design
Flight Endurance	Virtual Reality Visualization (VR)
Forensic Science	Webmaster

### Regional and State Only Events

PVC Kayak  
Unmanned Aerial Vehicle  
Flight Simulation  
LoDI Starboard Logistics Case

### Current Themes & Problems

<https://tsaweb.org/competitions-programs/tsa/themes-problems>

### Competition Updates

<https://tsaweb.org/competitions-programs/tsa/competition-updates>