



COLORADO TECHNOLOGY STUDENT ASSOCIATION

9101 EAST LOWRY BOULEVARD, DENVER, CO 80230 // 720-858-2794

Back to School & Affiliation Packet

Introduction

Welcome to a new school year with Colorado TSA!

In this new back-to-school packet, you will find important information to help you kick start the year! Mark your calendars with the following dates:

- September 29, 2017 – Fall Leadership Conference – Denver
- February 22-24, 2018 – State Conference – Denver

We will be adding more activities for your chapter in the weeks ahead, including Parliamentary Procedure workshops and additional leadership conferences! Stay tuned for more information! For the most up to date information please visit the Colorado TSA home page at <http://www.cotsa.cccs.edu>.

Keep in mind that this is just a preliminary packet to get you started! More information will be coming in the 2017-2018 Call to Conference/State Competitive Event Guide.

Be Active! Stay Active! Receive Recognition!

All chapters are active chapters – getting out into the community, taking part in all sorts of events – from community service events to financial leadership activities! Make sure your active chapter is recognized for all the good and exciting work they are doing and the fun they are having! Send photos and a brief synopsis of your chapter's activities so we can include them in the News section of the Colorado TSA website and on our social media! Submit early and often! Send all photos and articles to tony.raymond@cccs.edu.

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Chapter Affiliation Information

Introduction

TSA Affiliation requires online affiliation. The online system should be open in August and ready to accept your chapter affiliation. AFFILIATION IS NOT COMPLETE UNTIL PAYMENT IS PROCESSED BY NATIONAL TSA. (Payment may be made with a credit card or an approved/signed Purchase Order followed by a check).

Although a chapter may affiliate or add additional members to its roster at any time during the year, advisors are encouraged to affiliate early to receive access to the new "Total TSA" package which includes the current National Competitive Events Guide, membership benefits and leadership activities and lessons.

Steps to Affiliation

In order to be eligible to participate in the State Conference in February, a chapter must be affiliated no later than January 1, 2018. Any chapters affiliating after this will still receive the materials and support of the state officer, but will NOT be eligible to participate in the state conference.

Online Affiliation

To affiliate a chapter, go to the National TSA website at www.tsaweb.org and then click on "Join TSA or Manage My TSA." You will be led through the online affiliation process. Instructions can be found here: <http://www.registernychapter.com/tsa/nat/AffHelp.aspx>. When a chapter affiliates, the advisor will receive a free copy of the Total TSA Package which includes:

- **Membership Materials:** The Membership Materials section provides guidelines for promoting, running and maintaining a chapter. It also includes chapter organization tips, promotional and marketing ideas, and descriptions of TSA's awards and recognitions.



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- **Competitive Events:** TSA offers its members challenging technology and leadership competitive events. TSA's competitive events are reviewed and revised every two years by the Competition Regulations Committee (CRC), a standing group of technology educators with hands-on classroom experience. The Competitive Events portion of TOTAL TSA presents guidelines for all national TSA conference competitions, as well as a comprehensive view of each event's connection to science, technology, engineering and mathematics (STEM) standards. Additionally, leadership skills and career choices are featured for each event. Relevant for local, state, and national competitions, the competitive events materials provide an excellent motivational tool as well as curricular activities in the classroom.
- **Leadership Lessons:** Leadership is for all TSA members. By learning leadership skills such as creative and critical thinking, communication, decision making, ethics, self-esteem, problem-solving and teamwork, students are empowered for success in their competitions, classes, and future careers. The contents of the Leadership Lessons section will help advisors enhance chapter dynamics and broaden the learning that takes place when students participate in TSA competitive events. The lessons can be integrated into both the technology education curriculum and the TSA chapter program of activities.

Membership Dues

TSA has unified membership, meaning that all dues are paid through the national office and once payment is received, a chapter is considered affiliated at the state and national level. Advisors should be sure to include dues for all chapter advisors and alumni. All students in your school who are taking or have taken a Technology Education course are eligible for membership.

Affiliation Plan Options

TSA offers three curriculum-integrated membership programs. Each chapter chooses the program that works best for them.

The official affiliation process begins once a chapter has an officer team in place as well as members (for some schools, these two groups might be one and the same). Affiliating a chapter is as easy as visiting the national TSA website and entering some basic information about the chapter, student names, and advisor contact information. To affiliate, go to <http://www.registermychapter.com/tsa/nat/> and follow the on-screen instructions.

Before a chapter affiliates, it's important to have a fairly stable membership base. Having stability in the membership base makes affiliation more simple since the number of students a chapter has determines the price of affiliation. The more members a chapter has, the less the per student affiliation fees will be. Here's how it breaks down:



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- **Red CAP**
 - The most basic level is the RED CAP (Chapter Affiliation Program). At this level, a chapter affiliates up to ten members by paying a flat fee (additional members may be added during the year for a fee). The membership fee for Red CAP is \$100 at the national level plus state dues. This option is great for chapters with 10 or fewer members. If a chapter has fewer than 10 students, the fee is still \$100 fee plus state dues.
- **White CAP**
 - If a chapter has between 11-25 students, the program that might be attractive is the WHITE CAP (Chapter Affiliation Program). At this level, a chapter affiliates eleven or more members by paying a per member White CAP fee for state and national dues. The membership fee for White CAP is \$10 per member at the national level plus state dues.
- **Blue CAP**
 - If a chapter is larger than 25 students, the most cost-effective way to affiliate is the BLUE CAP (Chapter Affiliation Program). At this level, a chapter affiliates an unlimited number of members in a school for a flat fee. This option is popular in chapters where students rotate through a STEM class for a portion of the year. The membership fee for Blue CAP is \$350 at the national level plus state dues.

If a chapter originally selects the Red CAP and grows beyond that plan, the chapter immediately becomes a White CAP chapter when it affiliates eleven or more members. Red CAP or White CAP chapters may convert to Blue CAP at any time. TSA operates under a unified dues policy, whereby members must affiliate and pay applicable dues at the local, state and national level.

Reviving a Dormant Chapter

Often there are personnel changes at schools that cause the TSA Chapter at that school to disband or simply shut down due to a lack of a chapter sponsor or engineering & technology education program. TSA dues are based on annual membership dues payments. In cases where there has been a lapse in membership for a year or more, and the school wants to affiliate once again, the chapter sponsor should contact Suzy Orr, the TSA Program Manager at the National TSA Office, at suzy.orr@tsaweb.org. She will take the new information and a username and password will be issued to the new advisor for that school. You can also contact the Colorado TSA State Advisor, Tony Raymond, as well. His contact information is: tony.raymond@cccs.edu. There is no additional fee for re-affiliating a dormant chapter other than the normal annual affiliation dues.

The absolute membership deadline is January 1 for chapters wishing to participate in the annual State Conference in February. Chapters **do not** have to affiliate with the national office to be part of the Fall Leadership conference(s). If you have any problems or questions, please contact Tony Raymond, Colorado State Advisor, at (720) 858-2794 or at tony.raymond@cccs.edu.



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Outstanding Balances

If a chapter has a delinquent debt from previous events/conferences, that chapter will not be able to register for future events/conferences until the outstanding debt has been paid or arrangements with Colorado TSA have been made and approved by the Colorado TSA State Advisor.



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Policies Regarding Payments, Collections or Registration Deadlines

Affiliation Dues

Affiliation is done on the National TSA Website and affiliation payment(s) are made directly to National Technology Student Association. **Do not send affiliation payments to Colorado TSA.**

Colorado TSA Conference Registration Payments

Colorado TSA provides several conferences throughout the year, including regional Fall Leadership Conferences, and an annual State Conference. Information is available on the Colorado TSA website for each conference, including registration and general conference information, what is included in the registration fee, and deadlines prior to each conference. Registration is done online and links are available on the Colorado TSA website (and they are also sent multiple times to advisors via email). Upon completion of a chapter's registration for one of these events, an invoice is automatically.

The deadlines for registration and payment are clearly stated. Advisors may make changes up to the deadline; changes occurring after the deadline must be made through the State Advisor. Conference space and purchases are made in good faith by Colorado TSA for the benefit of all who are registered. Therefore, chapters are responsible for making full payment for the names that appear on the registration site after the deadline date, whether they attend the specific conference or not. Unless alternate arrangements have been made in writing with the State Advisor, payment of registration is expected to be received by the state office prior to the stated payment deadline. Payments for state-related conferences (Fall Leadership and State Conferences) should be sent to:

Colorado TSA
9101 E. Lowry Blvd.
Denver, CO 80230

Do not send Colorado TSA conference registration payments to National TSA. The only conference payments that will be made to National TSA are those ONLY for the National Conference.

Delinquent Accounts

Chapters that are delinquent on previous invoices may not be allowed to affiliate or register for the next conference until full payment has been received for the amount owed from the previous conference. Further punitive action will be determined by the Colorado TSA Advisory Board.



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Champion Fund

If this is a chapter's first time affiliating, it may be able to take advantage of the TSA Champion Fund – a one-of-a-kind opportunity to bring the Technology Student Association to middle and high schools where money to pay for membership dues poses a challenge.

Through the Champion Fund, approved schools are allocated payment for their TSA chapter membership dues for one school year. During that time the recipient chapters can experience what the Technology Student Association has to offer including leadership opportunities, competitive events, and chapter activities. The chapter then also has time to establish fiscal supports either through the development of business/industry partnerships or through financial leadership activities.

Submitted Champion Fund applications are reviewed by a committee at the national office to determine eligibility and are processed on a first come/first served basis depending upon available funding. Schools receiving financial support from the Champion Fund are kept anonymous. For more information on the Champion Fund and the selection criteria, please visit: <http://www.tsaweb.org/The-Champion-Fund>.



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Important Advisor Resources & Where to Find Them

State Website

An excellent source of information regarding Colorado TSA is the state association website (www.cotsa.cccs.edu). Information about fall and state conferences can be found under the TSA Events tab while resources for both advisors (e.g., chapter bylaws and dress codes) and students (e.g., state officer applications) can be found under the Chapter Support and Resources tab.

National Website

The National Association website is where a chapter goes to affiliate and is full of invaluable information and resources. <http://www.tsaweb.org>. To register a new chapter or perform the annual affiliation requirements, go to: <http://www.registermychapter.com/tsa/nat>

Colorado Association for Career and Technical Education (CACTE)

Throughout the year, be on the lookout for group news, information and legislative updates from CACTE (Colorado Association for Career and Technical Education). CACTE is the state professional association for Career and Technical Education. Since 1917, CACTE has been the largest state organization supporting Career and Technical Educators in their efforts to prepare students for career and life success. CACTE's members include teachers, administrators, teacher educators, career counselors, teacher candidates, business partners and other career tech professionals. CACTE is affiliated with the Association for Career and Technical Education (ACTE), the national organization for Career and Technical Education. CACTE's website is: <http://www.cacte.org/home/>. ACTE's website is: <http://www.acteonline.org/>.



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Colorado Technology Education Association (CTEA)

Being involved in a professional association reaps many benefits, including: access to information on current trends and best practices, networking with exemplary professionals in your field, annual conference participation experience, workshops and a voice in legislative arenas (where budget decisions that directly affect programs take place). One such organization is the Colorado Technology Education Association (CTEA) which is the state affiliate of the International Technology and Engineering Educators Association (ITEEA). CTEA's website is: <http://coloradotechea.weebly.com/>. ITEEA's website is: <https://www.iteea.org/>.

Colorado Community College System

The Colorado Community College System works with all CTE programs across the state, both secondary and postsecondary to provide quality educational programs emphasizing core academic content, Postsecondary & Workforce Readiness (PWR) competencies, technical skills, and seamless transition to further education or employment and better prepare students, including special populations to meet challenges of the workforce, economic development, and emerging occupations. All of the state's recognized CTSOs (Career and Technical Student Organizations) are housed with CCCS. The CCCS website is: <http://coloradostateplan.com/>.



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2017-2018 Colorado TSA State Officers



The Colorado TSA State Officer team is a dedicated team of students who have been elected by the state association's membership to represent them on a local, state, and national stage. As part of that charge, the state officers are available as a resource for chapters. State officers are available for a variety of tasks – from a simple good-will visit to local chapter kickoffs or training. Advisors can schedule a state officer visit by contacting the state advisor or online at <http://bit.ly/2fc0DYA>.

Officer	School	Advisor
President James Ryan	Cherokee Trail High School 25901 E. Arapahoe Road Aurora, CO 80016	Paul Clinton/Ben Neubel
Vice President Thomas Weyermann	Cherokee Trail High School 25901 E. Arapahoe Road Aurora, CO 80016	Paul Clinton/Ben Neubel
Secretary Cyra Gallano	STEM High School and Academy 8773 S. Ridgeline Blvd. Highlands Ranch, CO 80129	Mike Shallenberger
Reporter Aditi Narwaney	Mountain Vista High School 10585 Mountain Vista Ridge Highlands Ranch, CO 80126	Kent Allison
Treasurer Emma Hopson	Arapahoe High School 2201 E. Dry Creek Road Centennial, CO 80122	David McMullen
Sergeant-at-Arms Katlynn Webster	Smoky Hill High School 16100 E. Smoky Hill Road Aurora, CO 80015	Dan Cornell
Officer-at-Large Cecilia Dauer	Smoky Hill High School 16100 E. Smoky Hill Road Aurora, CO 80015	Dan Cornell
Officer-at-Large Daniel Rivkin	Grandview High School 20500 E. Arapahoe Road Aurora, CO 80016	Alan Rydlund



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LEAP

Introduction

TSA's leadership program, LEAP – which stands for “Leadership. Education. Achievement. Personal Growth.” is available to all members at no cost. The purpose of LEAP is to encourage students to be the best member they can be as they seek knowledge about themselves, the organization, and their community, while demonstrating leadership. LEAP is a customized program specifically developed for the Technology Student Association. LEAP brings to life the TSA motto, creed, and mission statement.

Be. Know. Do.

"Embrace every opportunity to be reflective, ethical, trustworthy, decisive, confident, optimistic, flexible, and innovative. Strive to know your resources, your community, your chapter, your state delegation, your technological skills, your responsibilities, and your organization. Accept the challenge to do things that support your goals. Communicate, motivate others, advocate for yourself and others, solve problems, think critically, think creatively, act with integrity, serve others, and be a lifelong learner."

How Does LEAP Work?

TSA has used The Student Leadership Challenge – The Five Practices for Becoming an Exemplary Leader as its leadership on-site training model since 2010. LEAP is applied to The Student Leadership Challenge and will include three opportunity tracks for TSA members:

LEAP Competition Engagement

For each of the national competitive events, for both middle and high school levels, participants must submit a LEAP document which details the leadership activities and experiences a TSA member has completed as part of each competition providing all TSA members the opportunity to recognize and hone their leadership abilities in addition to their technical skills. During the semifinal round of an event, as part of their interview, their LEAP resumes will be addressed and they will need to answer specific questions related to their leadership experiences.



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There are many free resources available on the national TSA website to assist both chapter advisors and students, including a sample of the Student Leadership Challenge. These free resources are applicable to all LEAP activities. Complete Student Leadership Challenge publications are available for purchase, but not required for participation in any aspect of LEAP.

LEAP Legacy Chapter

LEAP Legacy Chapter is a comprehensive leadership recognition program offered to middle and high school chapters as an optional national TSA activity that includes a competition component. Chapters demonstrate – are evaluated on – their involvement in LEAP activities related to the Student Leadership Challenge’s five practices for becoming an exemplary leader and their achievements in the core philosophy of “Be. Know. Do.” In fact, many of the leadership activities that chapters currently undertake as part of state-based or national recognition leadership programs will fulfill the LEAP Legacy Chapter recognition program requirements.

To participate, a chapter would complete a LEAP Legacy Portfolio, which consists of a cover page, an activities template and supporting documents, all of which are submitted electronically by chapter advisors via www.submittable.com. Portfolio submissions are evaluated by judges assembled by national TSA. Based on minimum qualifying scores, one middle school and one high school per state are selected as semifinalists. Ten middle school chapters and ten high school chapters are then selected to advance as national semifinalists. National semifinalist chapters compete as participants in the TSA Meet and Greet event at the annual national TSA conference. First through third place middle and high school chapters will trophies as well as as cash awards.

Professional On-site Training

The third aspect of the LEAP program is that of professional onsite training. There are multiple opportunities for the training available to TSA chapters. The first is through the annual Fall Leadership Conferences which are offered in the first quarter of the school year. Colorado TSA endeavors to provide multiple training opportunities in various locations across the state. For more information on the Fall Leadership Conferences, please visit the Colorado TSA website at <http://cotsa.ccs.edu/fall-leadership-conference/>.

TSA members can also participate in the Student Leadership Challenge Experience – The Five Practices for Becoming an Exemplary Leader at the annual national TSA conference.