



2019-20 WASHINGTON TECHNOLOGY STUDENT ASSOCIATION PROGRAM OF WORK

ABOUT THE PROGRAM OF WORK

WTSA has developed this program of work as an outline for the year ahead, and as a tool for advisors and members to see what WTSA has planned. We hope that it will also serve as a resource to help direct you to the information you need. In each area of the document, you will find a link to more information, or the spot on our website in which we will be posting more information. Together with our website and our Facebook page, our goal is to keep each and every member as informed as we can. Please visit us at:

www.washingtontsa.org
www.facebook.com/washingtontsa
twitter.com/washingtontsa

WELCOME BACK!

As another school year begins, we would like to welcome you to the Washington Technology Student Association. The 2019-20 school year brings with it exciting changes and new opportunities for our members and their chapters. Myself, the state officers and the Board of Directors have also renewed our commitment to help expand this association so we can better serve the students of the State of Washington.

This year, we will continue to implement our new leadership program, called LEAP: Leadership, Education, Achievement, and Personal Growth. LEAP focuses on the aspects of **Be**, **Know**, and **Do**.

The program guides students to **Be** reflective, ethical, confident, flexible, and innovative, to **Know** your community, chapter, and responsibilities, and to **Do** the things that support your goals. Whether you are new to TSA, or a veteran, these leadership guidelines should influence everything you do.

This year, we have a new Middle School Competitive Events Guide. As you may know, TSA revises the Competitive Events Guide on a biannual basis, and this was the year for the middle school level. The new guide includes new and updated events, crosswalks between the competitive events and the national Science, Technology, Engineering, and Mathematics (STEM) standards, Common Core State Standards integration, connections to leadership skills, and much more.

The guide (called Total TSA) will only be available in an electronic format. Once you finish your affiliation on the [National TSA web site](#), and send in a form of payment, you will have instant access to Total TSA.

This year marks our 37th year of operation in the State of Washington. As this organization continues to evolve, the commitment remains the same: to help our students develop the leadership, employability, and technical skills necessary to excel in our modern world. With a focus on STEM education and hands-on experiences, Washington TSA is excited for the opportunities ahead of us.

To help foster these goals, the State Officer Team is working to encourage our members to become more involved in the organization. For them, it isn't enough for students to be members of WTSA. They would like to see all of our registered students be more active and in attendance at the Fall Leadership and State Conference each year.

Throughout the year, be sure to look for updates from myself, and more importantly, from our Officer Team on Facebook, Twitter, and Instagram. This is part of our commitment to remain connected to our members. Further, the Officers will be responsible for contacting each of your chapter presidents and maintaining a channel of communication with them.

The WTSA State Officer Team, Board of Directors, and myself remain committed to helping you and your chapter make TSA a positive experience for everyone. If you have any questions or need anything, please let us know.

On behalf of the Washington Technology Student Association, I would like to wish you the best of luck this year, and hope to see you at our many activities throughout the year.



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Executive Director

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Chapter Advisor Representative:
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University Representative:
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Alumni Co-Representative:
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LEAP

Leadership. Education. Achievement. Personal Growth.

What is LEAP?

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.

*"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?

As chapters affiliate, they will receive some of the Student Leadership materials, including a leadership activities guide, and a facilitation guide to those activities. Other materials can be purchased online at www.studentleadershipchallenge.com. Advisors can use these materials to incorporate student leadership activities into their classrooms and extended learning programs. Advisors will also receive materials to help students to identify and document their leadership activities throughout the year.

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 embraces *The Student Leadership Challenge* and includes three opportunity tracks for TSA members:

[LEAP Competition Engagement](#)

At the National TSA Conference, every TSA member is required submit LEAP (Leadership. Education. Achievement. Personal Growth.) documentation as part of every competition in which they compete. LEAP documentation demonstrates the leadership activities and experiences a TSA member has completed as part of each competition. LEAP templates for individual and team events are available in the TSA High School and Middle School Competitive Events Guide for the annual national TSA conferences. LEAP is not required at the State TSA Conference.

[LEAP Legacy Chapter](#)

LEAP Legacy Chapter is a great opportunity for chapters to show off leadership skills, compete against other chapters from around the nation, and win cash prizes for their school. Only one chapter from each state will get the chance to compete for the national LEAP Legacy Chapter title at the national TSA conference. Portfolio submissions are due March 30th.

[Professional On-site Training](#)

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

[LEAP overview presentation](#)

MEMBERSHIP/ AFFILIATION

Each year, TSA chapters must affiliate with TSA and pay the annual dues. By doing so, they have access to all of the Total TSA materials, including competitive event guides and leadership materials. Affiliation is also necessary before a chapter can compete in any WTSA competitions, including regional, state and national competitions.

Washington TSA uses National TSA's online affiliation system. The first step is to go to www.tsaweb.org, click on "Manage my TSA" in the lower right-hand corner, and then on "Chapter Advisors" in the top left corner. If you are new to TSA, you can send in a request for a username and password to use for affiliation.

Both State and National dues will be paid (combined) directly to the National TSA office, and can be done using a Purchase Order, Check, or Credit Card. If you have questions or need more information, please contact Jennifer Smith at jsmith@washingtontsa.org, or Suzy Orr at sorr@tsaweb.org.

AFFILIATION FORMATS:

Chapters have 3 options to affiliate their chapters:

Red Chapter Affiliation Program (Red CAP)

The base affiliation rate is \$187, which covers 10 students and 1 advisor at \$17 each. If the chapter is starting with fewer than 10 members, they still will need to pay the flat rate, but additional students can be added throughout the year, up to 10. To add additional members during the year, the cost will be \$17 each.

White Chapter Affiliation Program (White CAP)

If a chapter has between 11-38 students, they should affiliate using the White CAP level, and pay \$17 per student and/or advisor. To add additional members during the year, the cost will be \$17 each.

Blue Chapter Affiliation Program (Blue CAP)

If a chapter has more than 38 members, they should affiliate using the Blue CAP program, which is 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 to enable all students to be members. The membership fee for Blue CAP is \$650. If you choose this program, please be sure to add all of your members throughout the year to the National TSA Database.

MEMBERSHIP DUES:

Red Chapter Membership: (10 or fewer Students)

\$187 = 10 students, 1 advisor at \$17 each
(\$110 is National fees, \$77 is State fees)

White Chapter Membership: (11-38 Students)

\$17 per student or advisor
(\$10 is National fee, \$7 is State fee per member)

Blue Chapter Membership: (Unlimited number of Students)

\$650 Flat rate for unlimited number of students
(\$350 is National fee, \$300 is State fee)
\$17 each Advisor - Advisor fees are not included in the flat rate



For more information about the Affiliation Formats visit: <http://tsaweb.org/node/262>

To Affiliate go to: <https://www.registeryourchapter.com/tsa/nat/AffLogin.aspx>

ADVISOR TRAINING

WASHINGTON TSA Advisor Training Workshops September 20, 2019 - Doubletree SeaTac September 21, 2019 - CWU

Washington Technology Student Association invites you to attend one of our **2019-20 Advisor Trainings**. This free event is open to any teachers and CTE administrators who are interested in starting a TSA chapter or already have a TSA chapter.

Current and Prospective Advisors will learn:

The opportunities TSA offers its members
How to start or increase the size of your chapter
Leadership programs and development
Organizational tips and tricks
Competitive events
VEX Robotics/Junior Solar Sprint
Curricular integration
Standards correlation
What's planned for the year
Updates and Changes for Washington TSA

This is a great way to improve your awareness of TSA and help your students to succeed.

Clock Hours will be provided free of charge.

Please RSVP to Jennifer Smith via email at: jsmith@washingtontsa.org

If you have any questions, please contact the same email address.

TSA 101 SESSIONS

Washington TSA will host 3 leadership training sessions for its members this year.

- Oct. 4, Perry Technical Institute
- Oct. 12, Lake Washington Institute of Technology
- TBD, Everett Naval Station

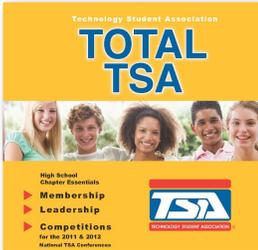
Students will have the opportunity to learn more about TSA through fun activities, compete in teamwork challenges, learn about competitive events and network with other TSA members.

The afternoon will consist of breakout sessions on everything from public speaking and dress code to competitive events and organization, as well as Tips and Tricks for attending a TSA competition.

WTSA highly recommends this training as a "must attend" event for our members. It is a great way to introduce TSA to your students, provide leadership training, and have fun! Cost is \$32 per person, and lunch will be provided.



TOTAL TSA



TSA has developed an online tool for its chapters. When chapters affiliate, they will receive online access to Total TSA. This unique tool includes Membership Materials, the Competitive Events Guides, and 100 Leadership Lessons.

TSA is the first CTSO to provide such a tool, which not only includes the information chapters need to be successful, but also correlates the competitive events to the STEM standards and to leadership skills, as well as providing students and advisors with the exact scoring rubrics that will be used for State and National competitions, which can also be used as in-class grading rubrics for those teachers using TSA events as their in-class projects.

COMPETITIVE EVENTS

TSA offers more than 70 competitive events at the middle and high school level. Every 2 years, TSA modifies the events for each level. This year, the Middle School Competitive Events Guide is new with new events, deleted events, and modified events. It is recommended that chapters affiliate early so they can receive the new guide and get a jumpstart on the year. The guide, and Total TSA, will be available on September 3, 2019 when affiliation is complete.

The competitive events guides provide the complete rules and scoring for each event. Please be sure to read them carefully.

Washington TSA follows the competitive event rules at the State competition. In some cases, WTSA may eliminate a portion of an event, or shorten the time period. We also may choose to not offer an event at the State Conference, if there has been limited interest in the past. These changes will be published on the Washington TSA web site by the end of September.

For More Information:

High School: <http://www.washingtontsa.org/competitive-events/high-school-events>

Middle School: <http://www.washingtontsa.org/competitive-events/middle-school-events>

CHAPTER OFFICER WORKSHOPS



WTSA is offering a new program of events geared specifically for Chapter Officer teams and their Advisor as a hands-on, productive planning day. Officer teams will work on chapter management, promotion and outreach, competitive events, public speaking, event management and the annual program of work.

- Oct. 18, Seattle Central College
- Oct. 19, CWU
- Nov. 14, Lake Washington Institute of Technology
- Nov. 23, DigiPen

WTSA highly recommends these events as a “must attend” event for officer teams. By the end of the day, officer teams will have a plan for the year, materials and tools to accomplish that plan, and the program of work will be complete! Cost is \$32 per person, and lunch will be provided.

REGIONAL QUALIFIERS

NEW!

Check web site for dates - November 2019- February 2020

For the first time, Washington TSA will require qualification by students before attending the State Conference. In 2018, registration for the State Conference topped 1,200. The Board of Directors made the decision to require qualification by students who want to attend the State Conference.

Students will have 3 options to qualify for State:

1. Attend and compete at a regional qualifying competition at another school.
2. Host a regional competition and compete.
3. Make arrangements for the WTSA Executive Director to review student entries.

STATE CONFERENCE

March 18-21, 2020, DoubleTree SeaTac Hilton.

This is the Premier event of the Washington TSA year! The State Conference is the opportunity for our members to demonstrate their technical and leadership skills outside of the school walls, network with one another, meet industry professionals, learn about careers and educational opportunities, and have fun.

Our State Conference is an all inclusive event. The registration fee will include conference registration, materials, hotel, meals, polo and entertainment.

EARLY ADVISOR REGISTRATION:

An early Advisor registration period will be held December 1-31, 2019. Advisors who register and pay within this time frame will receive a \$50 discount.

REGISTRATION:

Regular registration for students and advisors will open January 1, 2020, and close February 14, 2020. Payment in the form of check or PO is due prior to the State Conference, by **MARCH 17th**.

There will be a one week late registration period. During that time, a late fee of \$50 per person will be charged, and students may be limited as to which events they can enter. Late registration will close FEBRUARY 21st. There will be NO registration after the 21st.

NATIONAL CONFERENCE

Join us June 27-July 1, 2020 in Nashville, Tennessee for the 42nd Annual TSA National Conference. Held at the Gaylord Opryland Resort and Convention Center, this conference promises to be an exciting time for everyone. More information will be available after the first of the year.

WTSA will be putting together travel packages for this event. These will be presented to advisors at the State Conference.

For more information visit: <http://www.washingtontsa.org/events-conferences/national-tsa-conference>



TSA DRESS CODE



How students present themselves is an important component of professionalism, and their clothing is the first impression many people will receive. Chapter and state advisors, parents, and chaperones are responsible for seeing that all TSA student members wear appropriate clothing for each TSA event throughout the year.

Fall Leadership

Jeans, capris or long shorts are appropriate for the Fall Leadership events. Leadership is a one-day, very active event. T-shirts are provided for students as part of the registration cost. Tennis shoes are appropriate footwear, flip-flops are not allowed.

Regional Qualifying Competitions

Dress code guidelines will be published with event details.

State Conference

All competitors at the state conference will receive a state polo shirt as part of their registration fee. Students can wear the polo with slacks (or skirts for girls) and dress shoes for all competitions.

If students have the official TSA long sleeve blue shirt, they can also wear it for the state conference, with slacks and dress shoes. The TSA tie is optional.

Dress code for the Awards Session at the State Conference includes a mandatory button down shirt and tie for all males, along with slacks and dress shoes. Shirts and ties are available to purchase or check out (in some circumstances) at the TSA student store.

National Conference

The official blue TSA shirt is now mandatory for the National TSA Conference, including for all competitions and general sessions, along with grey slacks or skirt, and black dress shoes.

Students may be allowed to compete if they are not wearing the mandatory competitive attire, but they will receive an automatic 20% deduction from their score.

For the Chapter Team event only, at both the middle school and high school levels, competitors also must wear a navy blue blazer with an official TSA patch; males (only) must wear the official TSA logo neck tie.



DRESS CODE DETAILS

TSA attire may be purchased online via the SHOP tab on the TSA website at www.tsaweb.org. TSA attire may also be purchased at the State Conference, or ordered ahead of time through the state Executive Director.

Since adults (advisors, parents, and guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all TSA occasions they attend.

During general sessions at the state and national TSA conferences, student members must wear competition or general session TSA attire. Adults must dress appropriately. No flip flops, halter tops, tank tops, shorts or tennis shoes are permitted for anyone at general sessions.

WASHINGTON



TECHNOLOGY STUDENT ASSOCIATION

NOTE TO ADVISORS

Skirts for females - *Appropriate skirts for female students are not short, or tight. Skirts should hit just above the knee, or longer length. Please discuss appropriate length with your female students.*

Leggings - *Leggings or tights are NOT considered dress slacks for students.*

TSA DRESS CODE



Chapter and state advisors, parents, and chaperones are responsible for seeing that all TSA student members wear TSA competition, general session, or casual attire as occasions may require.

All conference registrants must wear conference identification badges at all times.

COMPETITION ATTIRE

Required for the Washington State Conference

- Shirt: Button up shirt with a turned down collar or a polo/golf shirt, however the Official TSA Shirt (royal blue) is preferred.
- Dress Skirt or Pants: (Unacceptable: jeans, baggy pants, exterior pockets, shorts)
- Dark socks: males only (black or dark blue)
- Shoes: dress shoes (unacceptable: athletic shoes, combat or work boots)
- Sandals: females only may wear black open toe shoes or sandals

Required for the National Conference

- Shirt: Official Blue TSA Dress Shirt/ Blouse
 - Pants or skirt: light gray
 - Dark socks: males only (black or dark blue)
 - Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots)
 - Sandals: females only may wear black open toe shoes or sandals
- Required for Chapter Team:
- Blazer: navy blue with official TSA patch
 - Ties (males only): scarlet red imprinted with official TSA logo

GENERAL SESSION ATTIRE

Required for the Washington State Conference

Same as Competition Attire.

Awards Session:

Shirt and Tie are required. The TSA Store at the state conference will have a limited number of dress shirts and/or ties available for purchase at a reduced rate.

There will also be a limited of number of shirts and/or ties available for rental (*more information on this method later*).

Required for the National Conference

- Shirt or blouse: Button up shirt with a turned down collar or a polo/golf shirt, however the Official TSA Shirt (royal blue) is preferred.
- Dress Skirt or Pants: (Unacceptable: jeans, baggy pants, exterior pockets, shorts)
- Socks: black or dark blue (males only)
- Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)
- Sandals: females only may wear open toe shoes or sandals

CASUAL ATTIRE:

Required for the Washington State Conference

Same as general session attire, or appropriate t-shirts, shorts, or jeans.

Required for the National Conference

Same as general session attire, or appropriate t-shirts, shorts, or jeans.

WTSA PIN DESIGN CONTEST

Do you like to draw and design? Would you like your design to be selected as the 2020 State Pin, and win \$100? Would you like that pin to be traded at the National Conference? If so, then follow these easy instructions and enter your design in the Washington TSA Pin Design Contest.

GENERAL RULES OF THE CONTEST

- **Deadline for all designs is January 15, 2020.**
- Pin Designers **MUST** be active/registered/dues paying WTSA members
- Artwork must be submitted electronically. Please use JPEG formatting. E-mail designs to: jsmith@washingtontsa.org
- The pin design should reflect Washington State and TSA.
- Please do not submit different variations of the same design, or multiple designs.
- The designs will be selected by February. The winning designers will be invited to the State Conference to receive their cash prize and to be recognized by the state association. The pin design will be manufactured and be available at the State Conference.

PIN GUIDELINES:

1. Keep color scheme simple.
2. The pin size will not exceed 1 ½ inches after it is made. Please take into consideration the reduction in size and understand that very small detail in your design would not be seen.
3. Pin design submissions must be sent with dimensions of 5" x 5".
4. Pins must have the TSA or WTSA logos on the pin and the year (2019).
5. Pins cannot contain any copyrighted material.
6. Washington State pins are collector pieces and have tremendous trading value at the TSA National Conference.
7. Many state associations go to great lengths to design a pin reflecting their state and its individuality. In designing this year's pin, remember the uniqueness of our entire state, and quality of life.
8. Pins designs must be created on a computer. Adobe Illustrator, Photoshop or similar program are preferred.

EXAMPLES:

Please visit the WTSA site to see the most recent pins: <http://www.washingtontsa.org/past-state-pins>



CHAPTER VISITS

The WTSA State Officers are available to conduct Chapter Visits to any interested chapters. Officers can answer questions, provide information, conduct activities such as Problem Solving, and help generate interest in TSA within your chapter and school.

To arrange a Chapter visit, contact any State Officer, or Jennifer Smith, Executive Director.

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