



## Tennessee TSA State Officer Candidate Information

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Applications are DUE to Tennessee TSA on Jan. 31, 2016 **(This is NOT a postmark date)**.

**Mail to:**

Pamela Grega  
710 James Robertson Pkwy.  
11th Floor, Andrew Johnson Tower  
Nashville, TN 37243

**The following items must be submitted by the deadline:**

- Completed State Officer Candidate Application
- Completed candidate essay (topic provided)
- A recent individual digital photo in Official TSA Dress (without blazer or tie) for use in the conference program.
  - o Email photo to [Pamela.Grega@tn.gov](mailto:Pamela.Grega@tn.gov) with the subject line: "TSA State Officer Candidate Photo."
- Signed officer nomination & support form
- Official transcript
- Copy of your local school systems' travel policy
- An absenteeism statement or letter (school attendance record)
- Resume (see application for details)
- Required letters of recommendation (see application for details)

**Special Notes:**

- Applicants are not permitted to announce their candidacy prior to the officer candidate meeting on-site at the 2016 Tennessee TSA State Conference.
- Applicants may not begin campaigning (which includes telling others about their current application status) until the onsite officer candidate meeting ends.
- **These policies also apply to social media (yours and others')**. It is strongly recommended that the applicant and advisor keep this information confidential (outside of the candidate's campaign team). This will avoid issues with others announcing your candidacy.
- During campaigning, candidates will not be allowed to pass out any items such as candy or favors. Candidates are allowed to have 8X11 fliers or business cards.
- **All candidates will be required to give a campaign speech during the 2016 Tennessee TSA State Conference Opening Session.** A copy of this speech must be turned in at the state officer candidate meeting for approval.
- State officer candidates will be required to attend a variety of events, meetings, and general session rehearsals during the Tennessee TSA State Conference.
- You must indicate whether you are running in the Presidential Pool or the General Pool.

## **Mandatory Events**

### **2016 Events**

- May/June State Officer Training/Planning Meeting, TSA National Conference  
July TN CTSO State Officer Leadership Training  
Sept./ Oct. Leadership Camp  
Nov./ Dec. State Conference Planning Meeting

### **2017 Events**

- Jan. Regional TSA Conference(s) – in your home region only  
Feb. Youth, Citizenship and Government Citizenship Seminar  
March CTSO/ CTE Goodwill Tour  
April TSA State Conference

## **Required Knowledge**

By submitting your application, you are indicating that you have read and are familiar with the information listed below:

- Tennessee TSA Bylaws
- State Officer Code of Conduct
- Tennessee TSA Dress Code
- TSA History
- TSA Mission Statement
- TSA Creed
- Parliamentary Procedure (Robert's Rules of Order)
- Current Tennessee STEM, IT, and Manufacturing Curriculum Standards

*Applicants are responsible for all information covered in the bylaws and other documents and for having a basic understanding of the mission and goals of both Tennessee and National TSA.*

## **Elected Offices**

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Sergeant-at-Arms

## **State Officer Candidate Essay**

**Please type your essay answer, print it, and attach it to your completed application:**

**Essay Topic:** In 300 words, explain how your chapter has benefited from your leadership. For example, how have you been involved in your local chapter to make it successful? Please include meeting

organization, advisor/parent/administration relations, community relations, event preparation, conference participation,



### State Officer Candidate Application Form

|   |   |              |                 |
|---|---|--------------|-----------------|
| <b>Student Name</b>   |   |              |                 |
|   | <b>Last</b>   | <b>First</b> | <b>Middle</b>   |
|   |   |              |                 |
| <b>Home Address</b>   |   |              |                 |
|   | <b>Street</b>   |              |                 |
|   |   | <b>City</b>  | <b>Zip Code</b> |
|   |   |              |                 |
| <b>Email Address</b>  |   |              |                 |
| <b>Home Phone</b>   |   |              |                 |
| <b>Cell Phone</b>   |   |              |                 |
|   |   |              |                 |
| <b>School Name</b>  |   |              |                 |
| <b>School Address</b>   |   |              |                 |
|   | <b>Street</b>   |              |                 |
|   |   | <b>City</b>  | <b>Zip Code</b> |
| <b>School Phone</b>   |   |              |                 |
|   |   |              |                 |
| <b>Career Goal</b>  |   |              |                 |
|   |   |              |                 |
| <b>Have you been accepted to a postsecondary or college program to pursue your education as of today?</b> |   |              |                 |
|   |   |              |                 |
| <b>If yes, please provide institution name:</b>   |   |              |                 |
|   |   |              |                 |
| <b>If no, please indicate where you have applied:</b>   |   |              |                 |
|   |   |              |                 |
|   |   |              |                 |
| <b>GPA:</b>   | <b>(On a 4.0 non weighted scale) If in honors/ AP classes please convert GPA to 4.0 scale</b> |              |                 |
| <b>Class Rank:</b>  | <b>No. in Class:</b>  |              |                 |
| <b>Indicate SAT and ACT scores if available (if not available, leave blank)</b>                           |   |              |                 |

|  |             |
|--|-------------|
| <b>ACT:</b>  | <b>SAT:</b> |
| <b>Awards, honors, and educational societies:</b>  |             |
|  |             |
| <b>Leadership Activities and Recognition</b>   |             |
| List TSA and other school offices you have held and activities in which you have been involved. If additional space is needed, attach a separate sheet of paper.   |             |
| <b>Year:</b>   |             |
|  |             |
|  |             |
| <b>Community Involvement</b>   |             |
| List community activities (other than TSA or school activities above) in which you have been involved. If additional space is needed, attach a separate sheet of paper.  |             |
| <b>Year:</b>   |             |
|  |             |
| <b>References</b>  |             |
| List the names of the persons writing letters of recommendation for each category  |             |
| <b>Teacher, advisor, principal, or CTE director</b>  |             |
| <b>Employer or community leader</b>  |             |
| <b>Any source other than a relative</b>  |             |
|  |             |
| <b>Officer Candidacy Essay</b>   |             |
| Write an essay (300 words maximum) answering both of the following questions:<br>How has TSA been beneficial to your personal development?<br>Describe your future career goals and discuss how TSA has helped to prepare you for your chosen field? |             |

**Attach the following:** Official transcript, three letters of recommendation in sealed envelopes, a recent digital photo in official TSA dress, essay, and a résumé that includes: candidate name, school, current grade level, TSA achievements/leadership positions, number or years as a TSA member, and other achievements/leadership positions.

## Tennessee TSA State Officer Code of Conduct

1. It is the responsibility of all Tennessee TSA state officers to conduct themselves in a proper, business-like manner at all times.
2. Alcohol, tobacco, and drugs are prohibited while involved in official or unofficial TSA activities.
3. Treat all TSA members equally by not favoring one over another.
4. Conduct yourself in a manner which commands respect without any display of superiority.
5. Maintain dignity while being personable, concerned, and interested in contacts with others.
6. Avoid places or activities which in any way would raise questions as to your moral character or conduct.
7. Consider TSA officer activities as your primary responsibility.
8. Use wholesome language in all occasions.
9. Maintain proper dress and good grooming for all occasions.
10. Work in harmony with fellow TSA officers and do not knowingly engage in conversations detrimental to other TSA members, officers, and adults.
11. Abide by curfew given at each meeting.
12. Females will go only into female hotel rooms; males will go only into male hotel rooms as assigned by Tennessee TSA.
13. When charged with a responsibility or duty, understand completely what to do and carry out that assignment in a professional and timely manner.

### **Results for Code of Conduct Violation:**

Immediate **expulsion** from any conference, meeting, and most likely the state officer team will result from the following:

1. Possession of alcoholic beverages or narcotics of any form possessed at any time, under any circumstances. Use or possession of such substances may subject the member to criminal prosecution.
2. Gross violation of male and female room regulations.
3. Gross damage to property or violation of hotel safety codes or criminal laws.

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

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### **Tennessee TSA state officers may be removed from office for one or more of the following reasons:**

1. Failure to perform the duties of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations, and responsibilities to act in a professional manner.
4. Failure to meet appropriate deadlines without satisfactory explanation.
5. Failure to maintain at least an overall GPA of 2.8 on a 4.0 scale.

## **Duties and Responsibilities of Tennessee TSA State Officers**

By electing you to state TSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor comes duties and responsibilities.

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### **If elected to Tennessee TSA state office, you will:**

1. Be dedicated to TSA and the total program of STEM education
2. Be willing to commit to all state officer activities.
3. Be willing and able to travel in serving Tennessee TSA.
4. Understand the mission, goals, bylaws, and creed of Tennessee & National TSA.
5. Become knowledgeable of STEM education and TSA.
6. Through preparation and practice, develop yourself into an effective public speaker and project a desirable image of TSA at all times.
7. Regularly and promptly write all letters, thank you notes, reports, and other forms of correspondence which are necessary and desirable.
8. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
9. Accept and search out constructive criticism and evaluation of your total performance.
10. Keep yourself up to date on current events.
11. Evaluate your personality and attitudes periodically, making every effort to improve yourself.
12. Maintain and protect your health.
13. Follow the state officer code of ethics.
14. Serve as a member of the team, always maintaining a cooperative attitude.
15. Be willing to take and follow instructions, as directed by those responsible for you.
16. Avoid expressing personal opinions regarding political or controversial problems when representing Tennessee TSA.
17. Maintain an overall GPA of at least a 2.8 based upon the scale where 4.0 = A.

## **Tennessee TSA Travel Guidelines**

Please read this carefully and review with your parent(s).

- Tennessee TSA state officers are responsible for arranging their own travel to and from meetings.
- Tennessee TSA state officers are **not** allowed to drive personal vehicles to and from meetings.
- Tennessee TSA **does not** provide money for gas or other travel expenses to and from most meetings. It is recommended that you carpool, whenever possible, with other officers in your area.
- Tennessee TSA **does** provide hotel rooms, meals, registration for and transportation during all regularly scheduled meetings (except National TSA Conference).

## **Tennessee TSA State Officers' Official Attire**

State officers shall wear official TSA dress, business-like attire ,and/or appropriate dress as the occasion may demand. The official TSA dress and casual TSA apparel are considered appropriate dress for all conference activities. From the first scheduled TSA activity, officers must adhere to the dress code requirements as listed below. **It may be necessary for state officers to purchase part of their matching uniforms** (i.e., blazers, pants). Tennessee TSA will supply two shirts as budget allows.

### **A. Official TSA Attire**

- Blazer: navy blue with TSA patch sewn on properly
- Tie: official TSA tie (males only)
- Shirt/blouse: official TSA blue shirt
- Pants/skirt: light gray (skirt must be business-like length)
- Shoes: black; socks/hose
- Belt

### **B. Business-like Attire (Minimum Standards)**

- Collared shirt/blouse
- Long pants (preferably dress slacks)
- Dresses/skirts
- Dress shoes
- Socks/hose
- Belt

### **C. Casual TSA Attire**

- TSA polo
- Khaki slacks
- Brown or black shoes (no tennis shoes)
- Belt

### **D. Personal Appearance**

- No large, dangling earrings will be allowed when in official dress.
- Hair must be all one color and have a business-like appearance.
- No hats will be worn when representing TSA.



- Conservative nail polish will be worn when representing TSA (*clear, skin tone or a tasteful color; no black, green, or distracting colors.*)

# State and National Officer Candidate Responsibilities for State Conference

## 1. Campaigning

- a. Campaigning by officer candidates and their designees is allowed only in hotel common areas, convention center common areas and delegation meetings. It is encouraged that campaigning be done primarily in the public areas of the conference.
- b. All campaigning must conclude, and materials cleaned up from all TSA conference areas after the business meeting.
- c. **No posters or flyers may be placed on walls.** This goes for all TSA conference hotels and convention center areas.
- d. Officer candidate voting will take place at the business meeting.
- e. Beginning at the 2016 state conference, campaigning will be limited to one handout and one tri-fold poster presentation. During campaigning, candidates will not be allowed to pass out any items such as candy or favors. Candidates are allowed to have 8X11 fliers or business cards.
- f. **It is recommended that the officer candidate and campaign manager be in official dress or business-like attire for the duration of the campaign.**

## 2. Campaign Manager – *Required*

- a. A student from your chapter will serve as your campaign manager.
- b. **The campaign manager will accompany the officer candidate to the mandatory officer candidate orientation prior to onsite conference registration.**
- c. The campaign manager will assist the officer candidate in:
  - Introducing the officer candidate at the Meet the Candidates sessions.
  - Handing out materials at the Meet the Candidates sessions.
  - Promoting the officer candidate in a professional and positive manner.

## 3. Officer Candidate Orientation – *Required*

- a. Officer candidates will submit a **typed copy** of their campaign speech.
- b. Officer candidates will introduce themselves to the rest of the orientation attendees.
- c. Officer candidates will have the chance to ask the current state officers and CTE specialist any questions about the campaigning process at this meeting.
- d. Campaigning procedures will be reviewed again for the officer candidates.

## 4. General Sessions – *Required*

- a. **Officer candidates should report to the general session managers immediately upon arrival each morning.**
- b. Officer candidates will sit in the reserved section at the front of the general session hall for each session.
- c. No campaign handouts may be distributed at the general sessions.

## 5. Campaign Speech – *Required*

- a. Campaign speeches will take place at the opening session. Each officer candidate is allowed two minutes for the speech.
  - b. Campaign speeches should include the following:
    - Candidate's name
    - Office you are seeking
    - Campaign slogan
    - Goals and ideas for TSA
    - Qualifications for office
  - c. Candidates who exceed the two minutes allotted will be removed from stage by the presiding state officer. Please do your best to stay within the time limit.
  - d. Officer candidates will submit a **typed copy** of their campaign speech at the officer candidate orientation.
6. **Meet the Candidates Sessions – Required**
- a. Officer candidates are to visit each Meet the Candidates session. Attendees are given the opportunity to ask the candidates questions about their qualifications for office.
  - b. **ONLY the campaign manager is allowed to accompany the officer candidate to the Meet the Candidates sessions.** Officer candidates violating this rule will be removed from the sessions and no longer allowed to campaign for the evening.
  - c. The campaign manager will introduce the officer candidate at each session.
  - d. The campaign manager will distribute any campaign materials during the Meet the Candidates session.
  - e. **Beginning in 2016**, campaigning will be limited to one handout and one tri-fold poster presentation. During campaigning, candidates will not be allowed to pass out any items such as candy or favors. Candidates are allowed to have 8X11 fliers or business cards. However, it is recommended that candidates focus on the questions and giving quality answers.
  - f. TSA alumni and current Tennessee TSA state officers not seeking re-election will serve as moderators for each session. These advisors and officers will field questions for the candidates from the audience while also maintaining order.
  - g. Questions that have been asked of officer candidates in the past include the following. You will want to prepare and study as much about TSA and leadership as you can in order to answer *any* questions.
    - What are your goals if elected?
    - What are your long-term goals in life?
    - What are your career aspirations?
    - What would you like to change about TSA and how will you do that?
    - What is the TSA motto?
    - What are the TSA colors and what do they mean?
    - What is the mission of TSA?
    - Can you recite the TSA creed?
    - Who is your role model inside of TSA?
    - Who is your role model outside of TSA?
    - Who is the national TSA \_\_\_\_\_(office)?

Being an officer candidate is a big responsibility. At the same time it is a fun and rewarding experience. Officer candidates learn a great deal about TSA and themselves during this process. If at any time during

the year or at state conference, you have questions, please ask Amanda Hodges or ANY of the current state officer team. We are here to help you make this a positive and rewarding experience.

## **Tennessee TSA Nomination & Support Form**

Serving as a Tennessee TSA state officer demands a twelve-month commitment to the organization. Therefore, it is vital that all members who aspire to become Tennessee TSA state officers are highly qualified, able, and willing to assume the responsibilities required of all state officers.

Read carefully and study the statements below before submitting this form to the Tennessee TSA state advisor. After discussing the responsibilities outlined in the information above and the duties of a Tennessee TSA state officer, parents/guardians, the local chapter advisor, a school administrator, and the candidate must sign this form. **This form should accompany the completed officer candidate application.**

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### **Officer Candidate Statement**

If elected as a Tennessee TSA state officer or National TSA officer, I will dedicate my year to serving the organization. I will serve my entire term of office; will promote the goals and objectives of TSA, and project a desirable image of TSA at all times. I will abide by the policies of Tennessee and/or national TSA, and will accept financial responsibility for my TSA travel to meetings. Also, I will attend TSA conferences and meetings as scheduled. I agree to fulfill and complete all obligations and assignments as a Tennessee TSA state officer.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Local Advisor Statement**

It is my belief that this candidate will fulfill the responsibilities of a Tennessee TSA state officer. I understand that as the advisor of the above student, I will work with him/her to arrange transportation and assist him/her in carrying out the obligations. That being understood, I highly recommend this student for Tennessee TSA state office.

Local Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Statement**

I approve of my daughter/son applying for a Tennessee TSA state (or national TSA) office and, if elected, agree that he/she will be able to spend the time and have the transportation necessary to carry out the duties of the office.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **School Administrator Statement**

Our school will support the above student in the successful fulfillment of the duties of a Tennessee TSA state office. I understand that all Tennessee TSA absences are to be excused as school-related trips. Our staff will work to assist this student with make-up work. I recognize that holding an elected Tennessee TSA state office is a high honor and great responsibility.

Signature of School Administrator \_\_\_\_\_ Date \_\_\_\_\_