



# **2024-2025 STATE OFFICER CANDIDATE GUIDE**

# CONGRATULATIONS!

The decision to run and serve as an Oregon TSA State Officer is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of Oregon TSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.

Running for office and serving as a State Officer will be a positive, life-shaping opportunity. The Oregon TSA Candidate Guide details the important requirements of being a State Officer and provides the specific election process, procedures, and applications.

All applications for Oregon TSA State Office are due by March 8, 2024 at 5:00 p.m.

Michael Korda, famous writer/novelist, once said, "In order to succeed we must first believe we can." Oregon TSA believes in you, and we are eager to assist you in running for state office. Please contact us with any questions. Our best wishes for great success!

Kim Frahm  
State Advisor  
[stateadvisor@oregontsa.org](mailto:stateadvisor@oregontsa.org)

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## **THE OREGON TSA STATE OFFICER TEAM**

The State Officer Team serves as an extension of the state and national organization with the distinct purpose of advancing the mission of TSA by providing dynamic leadership, services, communication, and support to local chapters. State officers are student ambassadors, leaders, and role models for Oregon TSA. In order to fulfill the important responsibility of serving members and advancing Oregon TSA, state officers are expected to fulfill the following responsibilities:

### **Team Expectations**

- Attend all state officer team meetings.
- Collaborate as a team to develop a program of work and carry out any and all tasks and initiatives the team is challenged with.
- Attend and serve as hosts at Oregon TSA conferences and events.
- Collaborate with Oregon TSA management and board to support the vision and goals of the state association.
- Lead and represent all student members of Oregon TSA.
- Promote the general welfare of TSA.
- In addition to specific officer duties, perform duties as requested by the Management Team.

### **State President**

- Preside at all state officer team meetings.
- Appoint committees.
- Serve as chairperson of the TSA Council of Chapter Presidents.
- Lead the development of a program of work with the state officer team.
- Promote the general welfare of TSA.

### **Vice President of Leadership**

- Serve in the role of President when requested to do so by Management Team.
- Coordinate training opportunities for chapter officers.

### **Vice President of Competitive Events**

- Create resources to facilitate preparation and training for TSA Competitive Events Program.
- Lead competition training workshops (in-person and virtually).

### **Vice President of Development**

- Conduct outreach to existing and potential TSA Chapters (in-person and virtually).
- Develop programs and resources to increase engagement in existing TSA Chapters.

### **Vice President of Communication**

- Record and submit minutes from all state officer team meetings.
- Create social media posts in coordination with other officers and upload in timely manner to create consistent messaging.

## **QUALIFICATIONS AND PROCEDURES**

### **CANDIDATE QUALIFICATIONS**

All candidates must:

- Be an active Oregon TSA member in good standing in an Oregon TSA local chapter at the school/district in which they are enrolled.
- Be committed to live in Oregon for the entire duration of term in office.
- Have a cumulative 2.5 GPA and maintain that GPA throughout term in office.
- Be recommended by the local chapter advisor and endorsed by his/her chapter.
- File a completed State Officer Application by the deadline.
- Be able to attend the state officer team required events. (See application for specific dates)

### **APPLICATION PROCEDURES FOR STATE OFFICE**

1. Applicants for state office must submit the completed State Officer Application by Friday, March 8, 2024, at 5:00 p.m. Once you submit your application, you will receive notification that your application is complete.
2. All applicants will participate in a virtual video interview with the Selection Committee. Interviews will be approximately 7-10 minutes in length. Interviews will take place during the week of March 18, 2024. You will receive a specific appointment time and link for an interview by email after submitting your application.
3. The Selection Committee considers the application and interview in their decision and then slates approved applicants for specific state officer positions.
4. All new officers will be announced at the General/Awards Session at the State Leadership Conference. Newly selected state officers assume their year of service upon receipt of this message and will serve their term until the close of the State Leadership Conference at the end of the school year.

## APPLICATION INSTRUCTIONS

**Applicants for state office must submit the following required documents and forms by uploading to the online application portal:**

### Application Checklist

- ☐ State Officer Candidate Information Sheet
- ☐ Advisor Checklist
- ☐ State Officer Candidate Agreement
- ☐ Code of Conduct
- ☐ School Administration Statement of Support
- ☐ Uniform Form
- ☐ Current transcript with GPA
- ☐ Submit digital campaign materials including:
  - Candidate Headshot
  - Candidate Introduction
  - Campaign Speech Video (if requested)



### Submission of Application

Completed application materials must be SUBMITTED by Friday, March 8, 2024 at 5:00 p.m.:

- Submit at: <https://oregontsa.org/state-officer-application>

### Questions? Please contact:

Nathaniel Tavaréz, State Officer Coach  
coach@oregontsa.org | (806) 723-9246

## STATE OFFICER CANDIDATE INFORMATION SHEET

*\*THIS FORM IS FOR REFERENCE ONLY. The information below will be requested on the State Officer Application form at <https://oregontsa.org/state-officer-application/>*

### STUDENT INFORMATION:

Full Legal Name (as it appears on Government ID)

Student Name (to be listed on official publications, name badge, etc.)

Years as a TSA member

Date of Birth (necessary for booking flights per TSA regulations)

Student Cell #

Student's Email Address

Year in School

### PARENT/GUARDIAN INFORMATION:

*(Complete the Parent/Guardian Information if under the age of 18 years old)*

Parent/Guardian's Full Name

Parent/Guardian's Cell #

Parent/Guardian's Email Address

Home Phone #

Home/Mailing Address

### ADVISOR / SCHOOL / CHAPTER INFORMATION:

Oregon TSA Chapter Name

School Name

Advisor's Full Name

Advisor's Office #

Advisor's Email Address

Advisor's Cell #

School's Phone #

School's Fax #

School's Mailing Address



## STATE OFFICER APPLICATION INFORMATION

A) Preferred State Officer Position (Rank on a scale from 1 - most to 5 - least preferred)

***\*\*\*This is for informational purposes only. The Selection Committee will slate selected officers into their respective positions.\*\*\****

- ☐ State President
- ☐ Vice President of Leadership
- ☐ Vice President of Competitive Events
- ☐ Vice President of Development
- ☐ Vice President of Communication

B) Please list any TSA awards or recognition received:

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## ADVISOR CHECKLIST

### Meeting with State Officer Candidates & Parents/Guardians

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian to carefully review this checklist and the rest of the State Officer Candidate Guide. Once the advisor has held this meeting and reviewed the checklist it should be completed, signed, dated, and submitted to Oregon TSA along with the required forms in this packet.

#### ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE

- ☐ Have an in-depth conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times, they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that TSA conferences and events come before other social functions, including athletics and dances.
- ☐ Ensure the state officer candidate understands that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
- ☐ Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make TSA a priority if they are elected.
- ☐ Set up a plan for the officer to keep the advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
- ☐ Discuss and create a time management plan for when and how the officer will complete their TSA projects each day. Officers should plan to spend about 30 minutes a day (sometimes more) on TSA projects.
- ☐ Ensure the officer has access to internet on a daily basis either at home or through the school to maintain the level of expected virtual communication.
- ☐ Carefully review this packet with the candidate to get familiar with the rules and guidelines for state officer candidates.
- ☐ Ensure that all forms from this packet have been completed.
- ☐ Be sure the candidate understands that while being a TSA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, being a state officer should be about their passion for TSA and desire to be a part of making Oregon TSA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.

\_\_\_\_\_  
 Chapter Advisor Name (Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
 Chapter Advisor Name (Print)

## CANDIDATE AGREEMENT

### Purpose

Becoming an Oregon TSA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated must sign this agreement.

State Officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that **failure to attend any of these meetings could potentially result in their removal from office**, with the exception of emergencies/unsafe traveling conditions. This includes a minimum of one meeting a month during summer vacation. These meeting dates will be proposed and agreed upon during the Welcome Retreat. They should also understand that they may be removed from office if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Oregon TSA or the State Officer Team.

**If removed from office, the candidate understands that they will be financially obligated to reimburse Oregon TSA for any monetary expenditures made during the term of office, such as for uniforms, conference registrations, etc.**

### If Elected, The Candidate Agrees To:

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Advisor, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon TSA Student Code of Conduct, I can be removed from office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain an unweighted GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Participate in ALL activities scheduled by Oregon TSA.
5. Maintain active membership in a TSA chapter by signing up for membership and paying state and national dues.
6. Should members of the incoming team choose to attend the National Leadership Conference with their chapter, Oregon TSA will pay their registration fee with the understanding that they will fulfill the role of state officers during the duration of the conference when not competing.
7. Attend required events for state officers (dates are subject to change):
  - Virtual Orientation | TBD [1-2 Weeks Post-Conference]
  - Oregon CTSO 100X Officer Welcome Retreat | May 30-June 1, 2024
  - Oregon CTSO 100X Officer Fall Retreat | September 26-28, 2024
  - Oregon CTSO Fall Leadership Conference | Late October or early November
  - Oregon CTSO 100X Officer Winter Retreat | Late January
  - Oregon TSA State Leadership Conference | April 7, 2025 (tentative)

**The Parent(s)/Guardian(s) Listed Below Agree To:**

1. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to the State Management Team.
2. Grant permission to Oregon TSA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration, and acknowledge the right of Oregon TSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
3. Permit the candidate to participate in all scheduled Oregon TSA activities, State Officer meetings, chapter visits, and other official officer duties.
4. If the student is elected, permit, and in the case of parents, authorize the student to visit Oregon schools and participate in Oregon TSA chapter activities for the purpose of conducting official TSA state officer business.
5. Encourage the candidate to take full benefit of the leadership development experience.

**The Advisor(s) And All School Officials Listed Below Agree To:**

1. Recommend for state office only those candidates who are qualified.
2. Ensure the candidate's attendance at all Oregon TSA activities.
3. Permit the candidate to visit Oregon schools and participate in TSA chapter activities for the purpose of conducting official TSA state officer business.
4. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
5. Read the Candidate Agreement and Oregon TSA Student Code of Conduct and discuss it with the student.

I have read and understand the Oregon TSA Candidate Agreement.

_____ Candidate Name (Printed)	_____ Candidate Signature	_____ Date
_____ Parent/Guardian Name (Printed)	_____ Parent/Guardian Signature	_____ Date
_____ School Administrator Name (Printed)	_____ School Administrator Signature	_____ Date

## OREGON TSA STUDENT CODE OF CONDUCT

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the Oregon TSA Code of Conduct while I am representing Oregon TSA as a member of the State Officer Team. I will resign my office if I fail to follow this code"

### **The following shall be regarded as severe violations of the OREGON TSA Code of Conduct:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees.

1. Alcohol, Drugs, and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances, or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior, or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell, or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious Violations of the student conduct code of the school district or school that the student represents.
6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the

conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

**The following shall be other violations of the OREGON TSA Code of Conduct:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional, or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees or local Advisor.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of TSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to report accidents, injuries, or illnesses immediately to the local TSA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

*Note: Individual School District Policies may supersede the code of conduct.*

**I have read and understand the Oregon TSA Student Code of Conduct as stated above:**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if under 18 years)

\_\_\_\_\_  
Date

## SCHOOL ADMINISTRATION STATEMENT OF SUPPORT

*Candidates need to secure the official endorsement of their TSA chapter advisor and school administrator as an officially supported state officer candidate.*

I understand that TSA is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Oregon Department of Education as a curricular and integral instructional tool of the classroom.

I understand that \_\_\_\_\_ (candidate name) has been officially endorsed by our school's TSA chapter, our TSA chapter advisor, and his/her parents/guardians to seek Oregon TSA State Office.

I understand that if the above-named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local TSA chapter and chapter advisor during the above-named student's term of service as an Oregon TSA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Oregon TSA State Officer including approval of absences or providing chaperones for Department of Education or Oregon TSA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Oregon TSA official functions.

I understand that serving as an Oregon TSA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Oregon. Our school pledges to work in partnership with the Oregon Department of Education and Oregon TSA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.

\_\_\_\_\_  
 Print Name of Administrator

\_\_\_\_\_  
 Print Name of Advisor

\_\_\_\_\_  
 Print Title of Administrator

\_\_\_\_\_  
 Print Title of Advisor

\_\_\_\_\_  
 Signature of Administrator

\_\_\_\_\_  
 Signature of Advisor



## UNIFORM INFORMATION FORM

***\*THIS FORM IS FOR REFERENCE ONLY. The information below will be requested on the State Officer Application form at <https://oregontsa.org/state-officer-application/>***

The Oregon TSA Management Team will make arrangements for purchasing components of the state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable and best-looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

State Officer Candidate Name: \_\_\_\_\_

Ladies			
<b>BLAZER SIZE:</b>			
<i>*Circle one size</i>			
Size:	Bust	Waist	Hips
0	32	25	35
2	33	26	36
4	34	27	37
6	35	28	38
8	36	29	39
10	37	30	40
12	38	31	41
14	40	33	43
16	41	34	44
18	43	36	46
20	45	37	47
22	46	39	49
24	48	41	51
26	50	43	52
28	52	45	54
<b>SKIRT/PANT SIZE:</b>			
<i>*Circle your preferred skirt/pant style:</i>			
Petite	Regular	Long	
Indicate your size (#): _____			
<b>POLO/DRESS SHIRT SIZE:</b>			
<i>*Circle one size</i>			
S	M	L	XL 2XL
<b>SHOE SIZE:</b>			
Indicate your size (#): _____			

Gentlemen			
<b>BLAZER SIZE:</b>			
<i>*Circle one size from short, regular, tall, or xtra</i>			
Short 5'3"-5'7"	Regular 5'7"-5'11"	Tall 6'0"-6'3"	Xtra 6'3" - +
36	36	38	42
38	38	40	44
40	40	42	46
42	42	44	48
44	44	46	
46	46	48	
	48	50	
	50	52	
	52	54	
	54		
<b>PANT SIZE:</b>			
<i>*Indicate waist and length below:</i>			
Waist: _____			
Length: _____			
<b>POLO/DRESS SHIRT SIZE:</b>			
<i>*Circle one size</i>			
S	M	L	XL 2XL 3XL
<b>SHOE SIZE:</b>			
Indicate your size (#): _____			

## DIGITAL CANDIDATE MATERIALS

During the Welcome Session at the State Leadership Conference, candidates will be required to give up to a one-minute campaign speech. Elections will take place at a designated time during the onsite State Leadership Conference and winners will be announced during the Awards/Closing Session.

Please note that all campaign materials must be submitted no later than March 8, 2024 at 5:00 p.m. When preparing your materials, name each file with "First Name Last Name – File Name". For example, "Rylee Palmer – Candidate Introduction". This will help expedite the process.

All below information must be submitted as part of your application:

<https://oregontsa.org/state-officer-application/>

### Candidate Headshot

This should be a picture of you in business professional dress. It will be used to help voting delegates and other member recognize you! This photo should be taken in portrait mode (vertically, not landscape) and should have you in front of a simple background. Professionally taken photos are not required, but no selfies! Please upload the photo as a .png or .jpeg.

### Candidate Introduction

This PDF document should introduce you as a candidate. This PDF should be no longer than 3 pages, and should showcase your qualifications, characteristics, and ideas for your position. Consider this same information as what you would showcase on a trifold at a physical campaign booth. Please include a photo of yourself on one of the pages.

### Campaign Speech

Please record your speech and make sure it lasts no more than 2 minutes. You should be stationary during your recorded speech and have a simple background. To keep the focus on you and the information you share, no special effects, editing, or additional features may be added to your video. Please upload the video as an .mp4 file.