



# Oregon TSA

## Start a Chapter Checklist

## Starting a Local Chapter

Follow these instructions to get your TSA chapter up and officially running on your campus!

- **Local Approval!** Check with your CTE Department Chair, Activity/CTE Director, and/or Administration regarding any local requirements your school has for organizations, clubs, etc. on campus. Some schools require bylaws or special forms to be completed to register your TSA chapter as an officially endorsed organization on campus. Some information you may want to gather or questions you may want to ask:
  - Chapter Funding:
    - Ask about available funds and costs that will be covered for your student-related travel.
    - Ask about funds for professional development.
    - Ask about how to get fundraisers approved. Are there any restrictions on the types or number of fundraisers allowed?
    - Ask about how Federal Perkins funding or State Career & Technical Education funding is used at your school. Some districts allow funding to support transportation, lodging, educational resources, study materials, conference registration, and/or advisor professional development.
  - Travel/Events:
    - Ask about the school's excused absence policy
    - Ask about substitute teacher process
    - Ask about time frame needed to book transportation, costs, and options for travel.
    - Ask for instruction/guidance on how to complete field trip packets.
    - Ask about your district's policies regarding chaperones and qualifications to be a chaperone.
    - Ask about facilities requests and approval for CTSO meetings/events, etc.
  - Finances:
    - Ask about time frame and turn around needed for Purchase Orders.
    - NOTE: NOT all hotels will accept Purchase Orders; some will only accept credit cards.
    - Ask about open Purchase Orders for the year.
    - Ask about process for payment of invoices (Purchase Order is ONLY a promise to pay; invoices MUST be processed for payment to be made).
    - Ask about the policies and use of district or school credit cards.
    - Ask how to set up and manage your student and auxiliary accounts.
    - Ask about the recommended process for collection of monies for fees, dues, field trips, etc.
    - Is money turned into bookkeeper by student and receipts turned into Advisor or does student turn money into Advisor and then Advisor turns money into bookkeeper?
    - Determine payment process for CTSO dues.
    - Students pay all, students pay part/school pays part, school pays all?

- **TSA Brochure!** Be familiar with the information on the TSA Brochure. It provides a great overview of TSA programs, competitive events, and advisor obligations. [Click here](#) to access the brochure.
- **Affiliate!** You can find the national affiliation portal by visiting the national website (<https://tsaweb.org/membership/information/affiliation-and-dues>). [Click here](#) to access the membership portal. You will want to bookmark this site to access it easily.
- **Chapter Advisor Resources!** Once you have affiliated a chapter, you will gain access to **Total TSA** – a tab in the membership portal. Here you will find all kinds of awesome resources to help you get started as a TSA Advisor.
- **Get on the School Calendar!** Many schools have a yearly calendar that highlights various school activities from sporting events to drama performances. Make sure key TSA events are on your school's calendar. You can find a listing of regional and state-wide events on the state website ([click here](#)) The National TSA calendar can be found [here](#). Be sure to add these events to your own calendar as well as important deadlines.
- **Request a chapter visit!** Your TSA State Advisor is responsible for TSA events and opportunities in your state. Make sure they have your key contact information so they can send you updates, information, and provide local technical support. You may want to request a visit from a state officer (TSA members elected to serve as statewide student leaders). If you are interested in a chapter visit complete the Chapter Request form (<https://oregontsa.org/state-officers/>).
- **Create Chapter and Governance Documents!** Most student organizations need some type of governing documents to help them function fairly and smoothly. Example are in under the **Total TSA** tab. The bylaws will set "rules" for your chapter and the Program of Work which is a plan of activities for the school year that the chapter will carry out (chapter goals).
- **Meet with your School Counselors!** Connecting with school counselors is a key way to ensure your courses are full of great students – and potential TSA members! Help counselors to understand the academic rigor and relevance of TSA and how exciting the program is for students. Show them the TSA Competitive Events Program so they can see how TSA fits into the classes your school offers.
- **Find Co-Advisors!** If there are multiple CTE instructors at your school, talk with your CTE Department chair, fellow CTE/CTE class instructors, and other super teachers on your campus. These co-advisors do not need to travel or even sign up for extra assignments after school. But, their ability to help you during class build an award-winning program helps spread the load and multiply the success!
- **Integrate TSA into your Classroom!** TSA is a co-curricular educational tool. It's designed to be part of the classroom. Share information and opportunities in class. Provide time for meetings and projects in class. Introduce the Competitive Events

Program and Power of One in class. Treat all your students as "TSA Members." Then, when students want to run for chapter office, serve on committees, volunteer for service opportunities, or attend TSA events – treat them as "Active TSA Members." The more you can get done in class, the more success you will have and the less taxing it will be on you and your students! If you need some guidance in how to integrate TSA into your instruction, reach out to your state association or a mentor advisor.