



Oregon TSA

Chapter Success Guide



WELCOME BACK!

Welcome to the new school year. The purpose of this Chapter Success Guide is to provide you with the tools and resources needed to launch, manage, and integrate TSA into your classrooms across the state of Oregon.

In accordance with this year's national theme, **Evolution of Excellence**, let's all set a goal to do our personal best to guide our chapters and our members to excellence in 2023-2024.

2023-2024 Oregon TSA Goals:

- Grow Oregon TSA by 5 chapters and/or 50 members; 23% increase over 2022-2023.
- Increase State Leadership Conference participation by 20 members; 43% increase over 2023's State Leadership Conference.
- Add a second day of the State Leadership Conference in Western Oregon with a minimum of 20 participants.
- Engage 5 alumni to volunteer and/or serve on OR TSA Advisory Board.

Association highlights to support goals:

- Develop marketing materials for new advisors/chapters.
- Develop chapter support process to support new advisors/chapters.
- Determine tools/time for crosswalking curriculum with Competitive Event Program at Advisor Conference.
- Create sponsorship program for Oregon TSA to increase financial support.
- Implement Chapter and Educational Service District in-person visits.

Events/Activities to look forward to this year:

- State Officer Program of Leadership Implementation
- September CTSO Advisor Conference
- October Kick-Off Event with Keynote Speaker and Board Game Design Contest
- October Fall Leadership Conferences
- April State Leadership Conference
- May Technology Bowl Challenge
- June National Leadership Conference in Orland, FL

It is our mission to actively grow membership and engagement in Oregon TSA this year. Your Oregon TSA management team is here to support you in any way that we can!

Let's all aim for excellence with Oregon TSA!

Kim Frahm and Chris Tuason



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PO Box 1440
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National TSA

www.tsaweb.org
1904 Association Drive
Reston, VA 20191-1540

Oregon Department of Education/CTE

<https://www.oregon.gov/ode/learning-options/cte/Pages/default.aspx>

Career and Technical Education

Oregon ACTE
<https://www.acteonline.org/oregon-association-for-career-and-technical-education/>
National ACTE
<https://www.acteonline.org/>

For a digital version of the guide, scan the below QR Code:





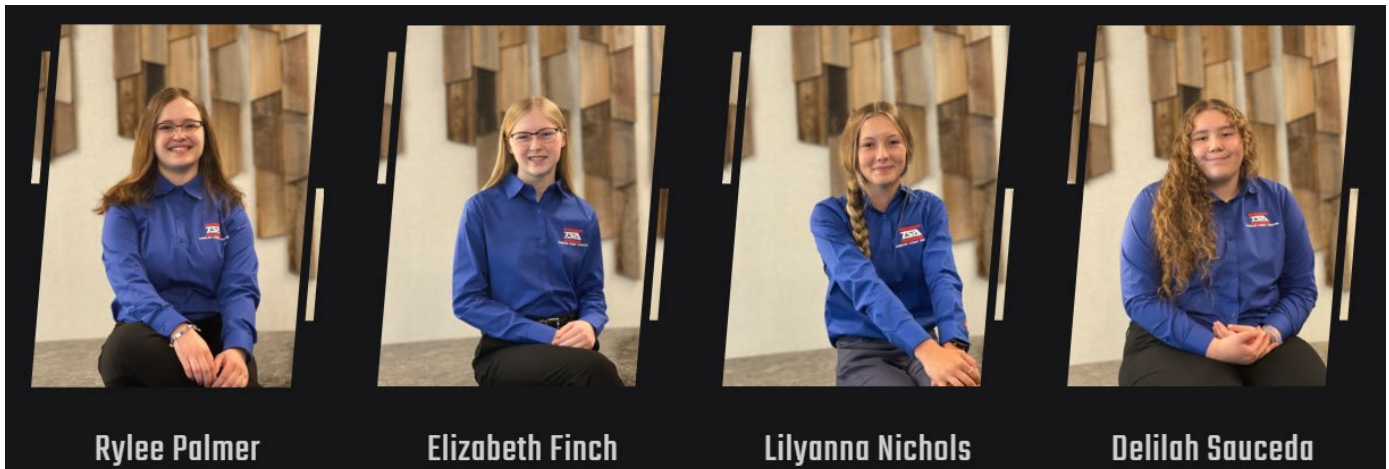
OREGON TSA STATE OFFICER TEAM

Hello Oregon TSA Advisors,

Your Oregon TSA Officer team is excited to kick off the new school year. Our team has many fun ideas to make this year great. Starting with Instagram posts and ending with mini games at state, I am thrilled to see how this year turns out. We want to help you achieve all of your goals this year, whether you are a member, a chapter officer, or an advisor.

We want to provide any resources you may need to win competitions, become an officer, or grow membership. If you have any questions, please contact our state officers through our firstname@oregontsa.org emails or on our Instagram page, tsa.oregon. From all of the State Officers, we hope you have a productive, exciting, and fulfilling year!

Rylee Palmer, State President





EVENTS AND ACTIVITIES

Click [HERE](#) for the full Calendar of Events

STUDENT COMPETITIONS AND CONFERENCES
October 18, 2023 Kick-Off Event Virtual Open to all TSA Members Keynote Speaker and Board Game Design Contest
October 23-24, 2023 Fall Leadership Conference Pendleton, OR October 25-26, 2023 Fall Leadership Conference Salem, OR
December 7, 2023 Regional Challenge #1 Boardman, OR
February 29, 2024 Regional Challenge #2 Boardman, OR
April 17, 2024 State Leadership Conference #1 Boardman, OR
April 19, 2024 State Leadership Conference #2 Western, OR Tentative
May 15, 2024 Spring Technology Bowl Challenge Virtual
June 26-30, 2024 National Leadership Conference Orlando, FL
STATE OFFICER LED ACTIVITIES - TENTATIVE
Monthly – Member of the Month via TSA website submission
Monthly – Chapter Officer Calls to Connect and Collaborate
Monthly – Member Spotlight via TSA website submission
By Request – Chapter Officer Visits In-Person or Virtual
Community Service Project – More information coming on how your chapter can get involved.



INFORMATION AND FACTS

Mission Statement

The Technology Student Association (TSA) enhances personal development, leadership, and career opportunities in science, technology, engineering, and math (STEM), whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

Vision Statement

TSA accelerates student achievement and supports teachers by providing engaging opportunities to develop STEM skills.

Motto

Learning to lead in a technical world.

Creed

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry. Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living. I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability. I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.



MEMBERSHIP

WHY JOIN TSA?

The Technology Student Association (TSA) provides student members the opportunity to explore a wide variety of STEM (science, technology, engineering, and mathematics) education and career-interest areas.

All TSA [middle school competitions](#) and [high school competitions](#) are correlated with national STEM standards and can be integrated into and enhance a school STEM curriculum. Participation in TSA competitions allows TSA members to apply technology and engineering skills in challenging and innovative ways. Working individually or as a team, TSA members are motivated by the inspiration and enthusiasm gained from being recognized for the successful application of those skills.

Benefits of membership include:

- Local, state, and national competitive events
- Career awareness opportunities
- 21st century leadership skills activities
- Technology literacy development
- National service project
- Networking activities
- Scholarship and award opportunities

TSA CHAPTER AFFILIATION

Membership in TSA covers each school year. TSA membership begins when a chapter completes affiliation, and ends at the conclusion of the national TSA conference.

TSA offers three curriculum-integrated membership programs. Chapters choose the program that works best for them:

Red Chapter Affiliation Program (Red CAP)

A chapter affiliates **up to 10** members by paying a flat fee (members may be added during the year for an additional fee). The membership fee for Red CAP is \$120 at the national level, plus state dues.

White Chapter Affiliation Program (White CAP)

A chapter affiliates **11 or more members** by paying a **per member fee** for state and national dues. The membership fee for White CAP is \$12 per member at the national level, plus state dues.

Blue Chapter Affiliation Program (Blue CAP)

A chapter affiliates an **unlimited number of members in a school for a flat fee**. This option is popular among chapters in which students rotate through a STEM class for a portion of the year because it enables all students to be members. The membership fee for Blue CAP is \$400 at the national level, plus state dues.



The chapter affiliation program that is chosen must be the same at the state and national level:

- Red CAP chapters automatically become White CAP chapters when they affiliate 11 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 levels. Click [here](#) for a list of state dues.

Oregon dues: Red/White CAP=\$5.00 | Blue CAP = \$200.00 | Advisor=\$10.00

Benefits of TSA affiliation:

- Streamlined access to TSA competitive event guides
- Leadership materials
- Chapter management tools
- Password-protected student member site.
- Opportunities to compete at the local, state, and national levels

Expediting Affiliation

Credit card payment is preferred and will ensure immediate chapter affiliation. Paying by check through a purchase order may take up to several weeks to process. To expedite chapter affiliation if paying by check, send a scanned copy of the check to register@tsaweb.org prior to mailing it to national TSA.

Note: TSA chapter affiliation is not complete until national TSA receives payment or an approved purchase order for payment.

ADDITIONAL MEMBERSHIP INFORMATION:

- Affiliation Quick Start Guide:
<https://oregontsa.org/wp-content/uploads/2023/09/Starter-Kit-Chapter-Affiliation-Quick-Start-Guide.pdf>
- Member Affiliation Policies:
<https://tsaweb.org/membership/information/member-affiliation-policies>
- Membership FAQ's
<https://tsaweb.org/membership/information/membership-faqs>
- Student Member Site:
<https://tsaweb.org/membership/student-members/student-member-site>



CHAPTER RESOURCES

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?
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- **TSA Brochure!** Be familiar with the information on the TSA Brochure. It provides a great overview of TSA programs, competitive events, and advisor obligations. Find the brochure at this link (<https://leadable.info/tsabrochure>).
 - **Affiliate!** You can find the national affiliation portal by visiting the national website <https://tsaweb.org/membership/information/affiliation-and-dues>. Click here <https://tsamembership.registernmychapter.com/#> 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 | <https://oregontsa.org/wp-content/uploads/2022/09/2022-2023.pdf>. The National TSA calendar can be found <https://tsaweb.org/events-conferences/calendar>. 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. Examples are 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 class instructors, and other academic teachers on your campus. These co-advisors do not need to travel or even sign up for extra assignments after school. However, 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 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!



Elect Chapter Officers

As with all CTSOs, TSA is meant to be a student-led organization. [Here is a guide](#) that can be used to facilitate that process. Electing officers in the spring for the following school year allows the team time to bond and start planning before the next year begins.

Program of Work

Developing a Program of Work allows a chapter or state to plan a year of activities and easily identify deadlines.

- [Here is a sample](#) Program of Work
- [Here is a template](#) that can be used to create your own chapter's Program of Work.

Competitive Events Overview

Included in the resources below is an interactive activity to help your students to learn more about the competitive events, as well as choose events that may be of interest to them.

The most efficient way to be successful in TSA competitive events is to choose events that complement your curriculum. The below overview is a great resource for facilitating that process.

- [Competitive Events Activity](#)
- [Competitive Events Overview](#)

Dress Code

[Linked here](#) is the official TSA Dress Code for your review.

State Leadership Conference

The Oregon TSA State Leadership Conference (SLC) is the premier event for Oregon's TSA members, teachers, alumni, and supporters. Join us for competitions, workshops, and networking with other students across the state.

- Link to TSA Website: <https://oregontsa.org/state-leadership-conference/>
- Link to State Leadership Conference Registration Guide: <https://oregontsa.org/wp-content/uploads/2023/09/Registration-Packet.v1.pdf>