INSPIRE A SHARED VISION

STATE CONFERENCE
Registration Guide
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Shyla Vire, Secretary
Tanya Snook
Bud Worley, Corporate Board Member

Steven Britt, Vice President & Rulebook
Brad Threadgill
Tara Royal
# Texas TSA State Contest

## 2020 Schedule at a Glance

### Wednesday, April 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 AM</td>
<td>Contest Team Setup</td>
</tr>
<tr>
<td>6 PM</td>
<td>Registration Open</td>
</tr>
</tbody>
</table>

### Thursday, April 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Registration/Info Desk Open</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Competitions Areas open</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Vendor Area Open</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Candidate Meeting 1</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Advisor’s Update 1</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Candidate Meeting 2</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>UTE Project Dropoff 1</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>General Session 1</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Contest areas closed</td>
</tr>
</tbody>
</table>

### Friday, April 17

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Registration/Info Desk Open</td>
</tr>
<tr>
<td>8:30 AM</td>
<td>General Session 2</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Competitions Areas open</td>
</tr>
</tbody>
</table>

### Saturday, April 18

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Texas Project Viewing for Teachers</td>
</tr>
<tr>
<td>8:30 AM</td>
<td>Registration/Info Desk Open</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Awards Pick up 1</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Texas Project – Protest Hearing</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Vendor Area Open</td>
</tr>
<tr>
<td>11:30 AM</td>
<td>General Session 3</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>Awards Pick up 2</td>
</tr>
</tbody>
</table>

Chapter Advisors and lead chaperones need to attend one of the Advisor Update meetings. Advisors competing to advance to Nationals should also attend the National Conference Advisors Meeting.
2020 State Conference
Registration Information
Fort Worth Convention Center - Fort Worth, Texas
April 16 - 18, 2020

Registration and Conference Information

Conference Registration Fee:

- Students - $60.00 (Up to 5 contest entries and a Texas TSA polo shirt)
- Advisors - $40.00—No polo shirt
- Chaperones & Guests - $15.00
  *Event Coordinators will receive a complimentary registration.

Additional Contest Entry Fees - $15/entry

VEX Entry Fees:
- High School - $25/team
- Middle School $25/team
*ALL VEX team members must register to attend the conference and be an affiliated TSA member.

Bus Parking:

Bus/Truck passes are on a first come first serve basis at a cost of $60/vehicle. Bus/Truck passes can be purchased during registration under the “Purchase Items” Section. Bus/truck parking will be located down by the Stockyards and the Fort Worth CVB will provide complimentary shuttle service from the parking lot up to the Convention Center. Shuttles will run thirty minutes passed curfew and then stop for the night.

Conference Hotels:

- Aloft
- Hampton Inn Downtown
- Fairfield Inn Downtown
- Marriott Courtyard Blackstone
- Embassy Suites
- Hilton Downtown
- Sheraton
- Worthington Renaissance
- Holiday Inn Express Downtown
- Holiday Inn Fossil Creek
- Hyatt Place Stockyards
- Townplace Suites University
- Hilton Garden Inn Medical Center
- Omni Fort Worth

All hotel rooms will be booked through the Texas TSA hotel block. Any school booking outside of conference block will incur a penalty of $100/attendee registered for that chapter. Additionally, all schools participating in on-site events, will be required to stay on-site in the hotel block. The only exception to this policy, are schools who are within a 20 mile radius of the Fort Worth Convention Center.
Registration will open February 24, 2020 and close March 13, 2020 at 11:59 pm CST. NO CHANGES OR REFUNDS WILL BE MADE AFTER THIS DATE. Please do not wait until the last minute to complete your registration.

Make all checks/PO’s payable to Texas TSA and mailed to:
Texas TSA, 189 Candelara, Carthage, TX 75633

All Payments/POs must be RECEIVED by April 9, 2020
POs may be emailed to Texas TSA at executive.director@texastsa.org

General Information - 2020
All Competitive Events will take place at the Fort Worth Convention Center Thursday, April 16 - Saturday, April 18, 2020. First General Session will be held on Thursday, April 18 at 7:00 PM, Second General Session and Business Meeting, Friday, April 17 at 8:30 AM and Awards Ceremony will be held on Saturday, April 18 at 11:30 AM.

Registration Materials may be picked up on-site either Wednesday, April 15 from 4-6:00 PM or Thursday, April 16 at the Registration Booth on the First Floor of the Convention Center starting at 9:00 AM. Only a National registered Chapter Advisor can pick up the registration packet.

All attendees (student participants and adults) will be issued a conference ID. ID’s must be worn at all times during the conference.

DRESS CODE:

REQUIRED COMPETITION ATTIRE FOR ALL NQE (National Qualifying Events)

**Shirt:** official TSA button up shirt (royal blue)

**Pants or skirt:** gray

**Shoes:** black dress shoes worn with black or dark blue socks, hosiery (optional); open-toe shoes or sandals are acceptable (unacceptable: athletic shoes; flip-flops; military boots; or work boots)

*Also required for the middle school or high school level Chapter Team event only (but may be worn for other competitions if preferred by participants):*

**Blazer:** navy blue with official TSA patch

**Tie:** official TSA tie (males)

Females are not penalized for wearing the official TSA tie to Chapter Team or any other competitive event.

*This includes the drop off of projects. Official dress is required!*
REQUIRED COMPETITION ATTIRE FOR ALL UTE (Unique to Texas Events both projects and on-sites)

**Shirt:** official TSA polo (royal blue) or a shirt with a collar, NO LOGOS other than a TSA logo. NEW THIS YEAR, all registered students at the conference will receive the official TSA polo shirt worn in UTE events. This shirt does NOT take the place of the Long Sleeve Button Up Shirts required for NQE events.

**Pants:** At a minimum, dark blue jeans with NO holes or frays, slacks recommended.

NO SHORTS are allowed for male or female at ANYTIME during the conference.

REQUIRED CONFERENCE ATTIRE FOR ALL ATTENDEES

**Shirt:** Shirt must have a collar (button down or polo). The only logos allowed are: National TSA logo, State logo, or Chapter logo.

Please note that students MAY NOT enter a contest wearing their school name/logo.

**Pants:** Pants must be without holes or fraying. Jeans are allowed providing they are free of holes and tears. Slacks are recommended.

NO SHORTS are allowed for male or female at ANYTIME during the conference.

*Note: For Saturday’s Awards Ceremony, Chapters are encouraged to wear their Chapter T-shirts or TSA Conference Shirts.

Officials TSA merchandise required for NQE, may be purchased at https://tsastore.mybrightsites.com/products?sf[0]=Competition+Apparel+%26+Accessories
Registration Guidelines

- Registration will be open from February 24 - March 13, 2020
- All registrations will be completed online.
- Directions to complete online registration:
  2. Log-in using your National TSA user name and password. This is the same user name and password used for membership affiliation.
  3. Register all students, advisors and guests who will be traveling from your school. Prior to the March 13 deadline, you will have the ability to add or delete participants, chaperones, and/or bus drivers.
  4. Once all students have been registered, you will need to add each students’ events. ALL team members must be registered, we NO LONGER register a team captain only. ALL students who are on a team must be registered for that event.
  5. Each student registered is authorized to compete in up to 5 events/projects. For each event/project that a student compete in after 5, there will be a $15/event fee assessed. This needs to be added for each student under the “Purchase Items” section for that students registration. *see below.

6. If you need a Bus/Truck Parking Pass, you will also add this item under the Primary Advisor’s Registration. Bus Passes and maps will be sent to Chapters after registration closes.
7. You can pre-order Texas TSA conference items. To save time, you can add all of the items to one person’s registration by clicking on the “Purchase Items” All items will be given out during registration. If you wish to order these items on a separate invoice, an order link will be emailed to you at a later date. DO NOT add these items if your School/District needs them to be separated from the registration invoice.
8. At the end of your registration process, please make sure you hit the submit button. Print out a copy of your registration invoice (an invoice will be emailed to you after submission) and mail the invoice with your check or PO.

9. You will be emailed a receipt once payment has been received.

NO changes or refunds will be made after registration closes on March 13, 2020.

All payments—registration, entry fees, bus parking—will be paid to Texas TSA.

Make checks/POs payable to Texas TSA and mail to:
Texas TSA
189 Candelara
Carthage, TX 75633

Payments must be received by Thursday, April 9, 2020.
POs may be emailed to Texas TSA using the following email address:
executive.director@texastsa.org
Form 1099-INT (interest earned or paid) returns include, but are not limited to, the following.

- Amount reportable on an information return.
- Examples of information return:
  - Employer identification number (EIN), to report on an information return the amount paid to you, or other taxpayer identification number (ATIN), or employer identification number (SSN), individual taxpayer identification number (ITIN), adoption information return with the IRS must obtain your correct taxpayer identification number.

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number.

For mortgage interest paid, see Form 1098-T (tuition) or Form 1098-C (canceled debt).

For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest, 1098-E (student loan interest), 1098-T (tuition))
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien;
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
• An estate (other than a foreign estate); or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners’ share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.
• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “savings clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding
What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester,
2. You do not certify to the requester that you are not subject to backup withholding, or
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

What is FATCA Reporting?
The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information
You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are a tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties
Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.
Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1
You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your Form 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.
The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 5²</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys’ fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with “Not Applicable” (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B—The United States or any of its agencies or instrumentalities
C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G—A real estate investment trust
H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I—A common trust fund as defined in section 584(a)
J—A bank as defined in section 581
K—A broker
L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5
Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6
Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note: See What Name and Number To Give the Requester, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification
To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.
1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
</tbody>
</table>
| 2. Two or more individuals (joint account) other than an account maintained by an FFI | The actual owner of the account or, if combined funds, the first individual on the account
| 3. Two or more U.S. persons (joint account maintained by an FFI) | Each holder of the account |
| 4. Custodial account of a minor (Uniform Gift to Minors Act) | The minor
| 5. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee
| 6. So-called trust account that is not a legal or valid trust under state law | The actual owner
| 7. Sole proprietorship or disregarded entity owned by an individual | The owner
| 8. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) | The grantor

For this type of account:

<table>
<thead>
<tr>
<th>Give name and EIN of:</th>
</tr>
</thead>
</table>
| 8. Disregarded entity not owned by an individual | The owner
| 9. A valid trust, estate, or pension trust | Legal entity
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553 | The corporation
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization
| 12. Partnership or multi-member LLC | The partnership
| 13. A broker or registered nominee | The broker or nominee

1. List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.
2. Circle the minor’s name and furnish the minor’s SSN.
3. You must show your individual name and you may also enter your business or DBA name on the “Business name/disregarded entity” line name. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.
4. List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:
- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.
The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
Texas TSA State Conference Special

THREE WAYS TO SAVE
Enter promo code TSA2020
upper right hand corner of our website, sixflags.com/overtexas

Mail in order form with payment

Purchase tickets at the state conference, April 16 - 18, 2020

ONLY $38.50* + tax
Regularly $84.99

*Tickets valid one day only
April 16—May 31, 2020
Texas TSA Advisors’ Code of Conduct

Professional staff (teachers, admins, etc...) are always considered to be on the clock and serving in their official capacity as educators while in attendance at Texas TSA events. This includes the entire trip from when they leave their home campus until they return to the campus at the end of the event. As such they are bound by the professional standards and policies as set by their school district or campus administrators for the entire duration of the event. Please do not place your professional license status in jeopardy by making bad choices while at our events. Texas TSA will report directly to a district’s superintendent any actions that call into question the professional conduct of any adult attendee.

Texas TSA Advisors and Official Chaperones shall:

1. Ensure all attendees have access to the official schedule for the EVENT. This includes the official event app if such is used by Texas TSA.
2. Ensure adequate adult supervision for their chapter members at all times. It is advised that if your district does not have a chaperone to student ratio that a minimum of 1 to 10 be adhered to if at all possible.
3. Ensure that students are always under direct supervision. For example: If all the advisors and chaperones are onsite in the convention center, then no students should be in the hotel unattended.
4. Make sure their chapter arrives on time to not interfere with the timely running of the EVENT and not schedule their departure from EVENT until the conclusion of all activities or required meetings. Please notify event coordinator or Texas TSA executive director ahead of time if there are issues.
5. Conduct periodic meetings with their students and chaperones for the purpose of reviewing the EVENT activities, obtaining progress reports, emphasizing time schedules, sharing successes, and to ensure that the safety and well-being of students in attendance.
6. Keep an agenda of their own schedule and give it to their students along with contact information, so that the advisor may be reached during the EVENT at any time. Contact information for all chaperones should also be provided.
7. Ensure that all attendees, including advisors & chaperones, adhere to the Attendees Code of Ethics/Conduct for the EVENT as well as published safety & security policies.
8. Make sure their chapter attends required activities while at the EVENT.
9. Follow the dress code designated by Texas TSA
10. Attend any mandatory Advisor/Chaperone meetings while at EVENT.
11. Provide Texas TSA contact information for all Advisors and Chaperones present at Texas TSA events if requested.
12. Advisors are expected to notify Texas TSA officials if students are involved in illegal activities while present at Texas TSA events. Texas TSA reserves the right to take steps it deems necessary in such situations. To include notifying law enforcement and/or School District administration.

The purpose of these policies is not to create an unreasonable burden on schools but to ensure the safety of attendees and create a positive environment that allows Texas TSA to run a successful EVENT. Failure to adhere to these policies could jeopardize your chapter’s status with Texas TSA and any awards/recognitions earned at Texas TSA events.

This policy has been approved by the Texas TSA Board of Directors.

Jan. 18, 2020
Texas Technology Students Association Code of Behavior

1. Teachers/advisors will assume full responsibility that delegates abide by the Texas TSA dress code and code of behavior at all times including travel to and from conference.

2. All participants shall behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or TSA. Participants should wear name badges at all times except in sleeping quarters.

3. Participants shall be fully clothed at all times outside of living quarters. This includes movement between rooms.

4. Participants agree not to consume or have in possession any alcoholic beverages or non-prescription narcotics, gamble, smoke or use other tobacco products during the conference.

5. Any conduct that is not conducive to an educational conference will not be tolerated. Examples of unacceptable conduct include, but are not limited to, disrupting a businesslike atmosphere, consorting with non-conference individuals or any activities which will endanger self or others.

6. Participants are expected to attend all general sessions. Participants shall keep their advisors informed of their activities and whereabouts at all times.

7. Participants shall observe the curfew hour. It is the responsibility of the teacher /advisor to ensure compliance with this article.

8. Participants shall refrain from all types of roughhousing including dropping articles out of the windows. Participants understand that girls’ cabins are off limits to boys and boys’ cabins are off limits for girls unless an advisor is present. Chapters found in violation will be asked to leave.

9. Participants shall respect the camp property of which they are a guest and will pay for any property damage or loss that occurs due to their stay during the conference.

10. Participants shall not use portable stereos or other loud music making devices outside their rooms and will keep the volume low while they are in rooms. It is hoped that each student attending the conference will take this Code of Behavior with a positive attitude so that technology education in Texas will continue to have the respect of education, business people and the general public.

Student’s Signature ____________________________________________ School __________________________

I have read and understand the Code of Behavior. I have informed my son/daughter of the importance of his/her conforming to its provisions.

Date ____________ Parent’s Signature __________________________________________

I have read and understand the Code of Behavior. I have informed my students of the importance of his/her conforming to its provisions. I have reminded them also that an infraction will be reported to me by the TSA State Officer Coordinator or the State TSA Advisor who has the authority to take prudent disciplinary action as he or she sees fit.

Date ____________ Principal’s Signature __________________________________________

I have read and understand the Code of Behavior. I have instructed my students of the importance of his/her conforming to its provisions. I understand that I am responsible for said student’s actions while participating at the conference.

Date ____________ Advisor’s Signature __________________________________________
Personal Liability / Medical Release / Photograph Release

Name________________________  Home Telephone____________________________

Home Street Address_____________________________ City/State/Zip_________________________

Date of Birth_________________________    Advisor_______________________________________

School_____________________________________________________________________________

School Street Address_________________________________________________________________

City/State/Zip_______________________________________ Telephone_______________________

MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise)_________________________________________________________

2. Current medication_________________________________________________________________

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc.

___________________________________________________________________________________

4. Physician’s name Physician’s telephone______________________________________________

“I hereby agree to release the Texas Technology Student Association, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the Texas TSA Activity, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees.”

“I do voluntarily authorize the Texas Technology Student Association’s local chapter advisors, state advisor, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment.”

“I agree to indemnify and hold harmless the Texas Technology Student Association and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.”

“I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/ her judgment is deemed necessary in the care of the above named person (child or student) while attending the Texas TSA Activity, including time traveling to and from the conference.”

“I permit Texas TSA to use video footage and photographs of my child for publicity that might include but is not limited to: website, PowerPoint presentations, promotional videos, flyers or news publications.”

___________________________________________________________________________________

Signature of parent or guardian (if child or student)  Date

Participant’s or advisor’s signature  Date

A COPY OF THIS FORM MUST BE KEPT BY THE STATE AND CHAPTER ADVISORS AT THE EVENT AND GIVEN TO APPROPRIATE MEDICAL AUTHORITIES IN THE EVENT OF A MEDICAL EMERGENCY.
**TX TSA Catering Order Form**

For Any Questions or Additional Information Please Contact:  
Virginia Taylor  
T: 817-392-2584  
virginia.taylor@trinityfbs.com

| School Name: |                                   |
| Event Date:  |                                   |

| Contact Name: |                                   | Phone Number: |
| Email:        |                                   |              |
| Alternate Contact: |                           | Phone Number: |
| Email:        |                                   |              |

**Pick Up Time: 11:30 AM**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Choice of Sandwich:</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice of Sandwich:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turkey and Cheddar or Ham and Swiss</td>
<td>$12.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Mustard and Mayonnaise</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whole Fruit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag of Chips</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bottled Water</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23% Service Charge
8.25% Tax

**TOTAL**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Choice of:</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheese Nachos or Hot Dog</td>
<td>$8.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Fountain Soda or Bottled Water</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23% Service Charge
8.25% Tax

**TOTAL**

Orders Must be Completed and Turned in No Later Than Thursday April 9, 2020  
Please Send Completed Form and Tax Exempt Form to Email Listed Above  
For Separate Days Please Utilize Separate Order Forms  
Payment and Final Counts Must be Made (7) Business Days in Advance  
Pick Up Location to Be Finalized With Full Payment and Signed Banquet Event Order