

Texas TSA Statewide Leadership Conference

Waxahachie High School

December 2nd - December 3rd, 2022

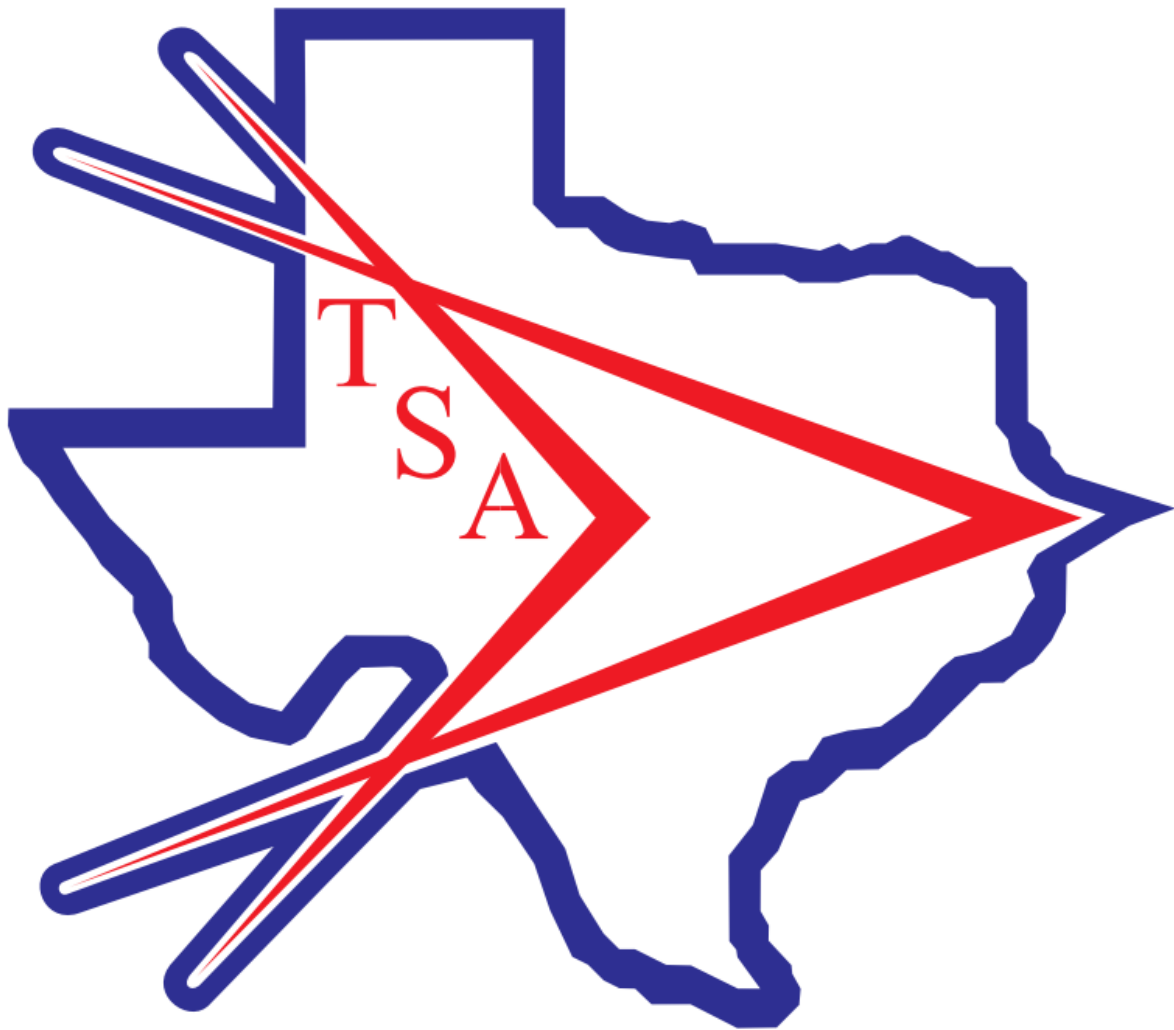


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Statewide Leadership Purpose:

Our annual Statewide Leadership Conference program is designed to provide Texas TSA members and advisors the opportunity to increase their leadership, communication, and teambuilding skills by attending hands-on workshops, seminars, and general sessions. This conference also provides opportunities for chapter members and advisors to gain knowledge and skills in relation to our competitive events program.

Hotel Information:

Chapters will be responsible for booking their own housing. Below is a list of hotels in Waxahachie.

- Hampton Inn & Suites - 2010 Civic Center Ln, Waxahachie, TX 75165
- Fairfield Inn & Suites - 2020 Civic Center Ln, Waxahachie, TX 75165
- Holiday Inn Express & Suites - 984 US-287, Waxahachie, TX 75165
- Comfort Suites - 131 Rvg Blvd, Waxahachie, TX 75165
- La Quinta Inn & Suites - 311 Stadium Dr, Waxahachie, TX 75165

Dress Code:

Students will not be allowed to participate unless name badges (will be provided) and appropriate dress are worn. It is the advisor's responsibility to see to it that his/her delegation is appropriately dressed at all times while involved in official Texas TSA functions. Participants will receive a conference shirt at registration. We are asking all attendees to wear their conference shirt with nice jeans on Saturday.

Code of Behavior, Personal Liability and Medical Release, Photograph Release Form and Advisor Contract:

Please copy the enclosed forms for everyone participating from your chapter. Have them signed and bring them with you to the registration table at the Dining Hall. These forms are for our protection in emergency situations. One copy will be collected at registration; the other copy should remain with you at all times.

Texas Technology Students Association Statesman Award:

Members of each chapter will be offered the opportunity to take the Texas TSA Lone Star or the Texan Exam. Passing the Lone Star exam with a score of 75 or better entitles the participant to receive the Lone Star Award. It also makes them eligible to take the Statesman Award test at the state contest. The Texan Award is awarded to any Texas TSA member who passed their Texan exam with an 80 or better. A review can be found on the Texas

TSA website.

Conference Registration Form:

The Texas TSA Statewide Leadership Conference will be held December 2nd - December 3rd, 2022, at Waxahachie High School. Registration fees are \$50.00 per participant. The Texas TSA Statewide Leadership Conference has grown to such a size that we will need to limit the number of students that each chapter may bring up to 10 students. If there is extra room, we will let chapters know. Registration fees will cover lunch on Saturday evening, a conference shirt, as well as meeting expenses. Complete the online registration form and return it by November 4, 2022. Late registration will be \$70.00 per participant and must be received by November 18, 2022. Participants registering by the late registration will forfeit the conference shirt. The conference shirts have to be ordered three weeks in advance so any late registrations may not receive a conference shirt. Please note as in the past there will be no onsite registration. Once your registration form is sent in you may substitute participants but are still responsible for paying for all that have been registered. Shirt sizes must be included on your registration form and may not be changed after the registration date. **YOUR CHAPTER MUST BE AFFILIATED WITH THE NATIONAL OFFICE BEFORE ATTENDING.**

Refunds:

Texas TSA conference registration refunds are granted only to those who provide a written refund request received by the Texas TSA office on or before November 18, 2022. The fee for cancellation is 50% of registration. All refund payments are mailed after the conference and the 50% cancellation fee is deducted accordingly. TSA policy prohibits any exceptions. Any cancellations after November 18, 2022 are non-refundable.

Tentative Schedule of Events

Friday, December 2, 2022

5:00 PM - 7:00 PM: Conference Registration

5:00 PM - 8:00 PM: Participant Mixer (come and go event - snacks and drinks will be provided)

Saturday, December 3, 2022

7:00 AM - 8:00 AM: Conference Registration

8:00 AM - 4:00 PM: Leadership Conference Sessions

5:00 PM - 8:00 PM: Bingo Night ACS Fundraiser (Tell your students to bring cash to play bingo)

Attendees Code of Ethics/Conduct

- 1) "ATTENDEES" shall mean anyone attending the State Leadership Conference. This includes all student members, advisors, alumni, parents, guests, etc.
- 2) There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible. Attendees must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface.
- 3) Attendees shall keep their advisors informed of their activities and/or whereabouts at all times.
- 4) Attendees should be prompt and prepared for all activities.
- 5) Attendees should be financially prepared for all possibilities.
- 6) No alcoholic beverages, narcotics, firearms or weapons, in any form, shall be possessed by attendees at any time, under any circumstances.
- 7) Smoking, vaping, or gambling will not be permitted by any attendee.
- 8) No attendees shall leave the conference or the conference hotels (except for authorized events) unless permission has been received from chapter advisors.
- 9) Attendees are expected to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered.
- 10) Identification badges must be worn on the chest at all times by all attendees.
- 11) Chapter advisors will be responsible for their attendees conduct.
- 12) Attendees violating or ignoring any of the conduct rules will subject their entire chapter to being unseated and their candidates or competitive events participants being disqualified. Individual attendees may be sent home immediately at his or her own expense. Curfews will be enforced.
- 13) Attendees are required to wear approved competition and/or leadership attire as stated in the conference registration packet and official TSA communications while onsite at the conference. Casual wear will be acceptable only during specific social functions or outside chapter activities as designated.
- 14) The Texas TSA Staff and Board of Directors reserves the right to dismiss any person from the conference for inappropriate actions.

Safety and Security

The safety and security of TSA members who attend the conference is of the utmost concern to the governing body of TSA. On site at the conference venue there are numerous security guards provided by TSA who work closely with local law enforcement. Many of the hotels have their own security teams who do likewise. In addition, daily advisor update meetings provide information on how to report any security issues that may arise. As a necessary precaution TSA enforces the following procedures:

1. ALL participants must register for the conference.
2. Identification (name badges) must be worn and visible at all times by all participants during the conference.
3. Curfew is at 11 pm. After that time an adult must accompany any student member/when outside of assigned rooms.
4. The conference is not "open to the public."
5. Please be advised that personal items brought to the conference for use at the conference are the sole responsibility of the attendee who chooses to bring the items. If a participant chooses to bring items of value, they are responsible for their safekeeping at all times. This includes any item of monetary or personal value, including items used in competitive events. TSA accepts no responsibility for replacement of lost, misplaced or stolen items and will not replace such items. This policy applies to all attendees and includes the conference management team and event coordinators.

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 under direct supervision at all times. For example: If all of 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 so as 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 and attendees.
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 for all Advisors and Chaperones present at Texas TSA events if requested.

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.

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' rooms are off limits to boys and boys' rooms are off limits for girls unless an advisor is present. Chapters found in violation will be asked to leave.
9. Participants shall respect the conference 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.